

PARENT/STUDENT HANDBOOK



The Parent/Student Handbook is a policy document developed and approved by the School Board of Summit Christian Academy and is reviewed on an annual basis. Parents will be notified of policy changes which may be approved and implemented during the school year.

Grammar School (K4-6th grade)
69 Saunders Road
Newport News, VA 23601
(757) 599-9424
grammar@scaschools.org

Upper School (7th-12th grade)
4209 Big Bethel Road
Yorktown, VA 23693
(757) 867-7005
upper@scaschools.org

www.scaschools.org

Revised May 2023

Table of Contents

<i>MISSION AND IDENTITY</i>	8
Mission	8
Vision	8
Statement of Community	8
A Broadly Evangelical Discipleship School	9
Statement of Faith	9
Biblical Lifestyle	10
Virtues	11
Our Motto	12
Our Purpose	12
Portrait of a Graduate	12
School Colors	12
School Mascot	12
School Verse	13
Affiliations	13
The History of Summit Christian Academy	13
What is Classical Christian Education?	13
Philosophy and Goals of Education	14
Scriptural Foundations	15
<i>SCHOOL BOARD</i>	18
<i>ADMISSIONS</i>	19
School Age	19
Admissions Guidelines	19
<i>FINANCIAL</i>	21
Application, Tuition and Fees	22
Student Withdrawal Policy	22
Incidental Billing Invoices	23
Delinquent Accounts	23

Additional Fees	23
Upper School.....	23
Grammar School.....	23
Uniforms	23
<i>PARENTAL INVOLVEMENT.....</i>	24
Parent Teacher Student Fellowship (PTSF)	24
Parent/School Communications	25
Office Communication	25
Faculty Contact.....	25
Parent/Teacher Conferences	25
FACTS Family Portal.....	25
<i>ATTENDANCE.....</i>	25
Illness Attendance Policy (also included under Medical Information).....	26
Tardiness	26
Grammar School.....	26
Upper School.....	26
Absences	27
Communication Regarding Absences	27
Missed Assignments Due to Unplanned Absences.....	28
Grammar School.....	28
Upper School.....	28
Missed Assignments Due to Planned Absences	28
Additional Upper School Attendance Policies	29
<i>GENERAL INFORMATION.....</i>	30
School Hours	30
Grammar School.....	30
Upper School.....	31
Before and After Care Program (Grammar School Only).....	31
Class Size	31
Chapel/Ministry Team	32
Lost and Found.....	32
Bible Version for Classroom Use	32
Field Trips	32
Annual/Special Events.....	34
History Day (Grammar School)	34

Science Fair (Upper School) and Science Spectacular (Grammar School).....	34
9th Grade Class Adventure	34
Protocol and Soiree (9 th -12 th Grade).....	34
Senior Trip - The Grand European Tour.....	35
Morning Breaks and Lunch Periods.....	35
Grammar School.....	35
Upper School.....	36
Student Drivers.....	36
Inclement Weather	37
School Dismissal Procedures	38
Grammar School.....	38
Upper School.....	39
<i>ELECTRONIC DEVICE AND INTERNET USE.....</i>	<i>39</i>
Electronic Device Use	40
Cell Phone Use	41
Internet Use.....	41
Misuse Consequences.....	43
First and Second Offense:.....	43
Third Offense:	43
Further offense:.....	43
<i>DRESS CODE</i>	<i>43</i>
Grammar School Uniform Code: Grades K4-6.....	44
Additional Uniform Information (Grammar School).....	45
Uniform Violations (Grammar School)	46
Guidelines for Attire at Special Grammar School Events/Days.....	46
Spirit Dress Days:	46
Chapel T-shirt Days:	46
Dress Up Days:	47
Field Day:	47
Upper School Uniform Code: Grades 7-12.....	48
Additional Uniform Information.....	50
Spirit Dress Days.....	50
Uniform Violations (Upper School).....	51
Additional Uniform Guidelines (Both Campuses).....	51
<i>MEDICAL INFORMATION</i>	<i>52</i>

Illness Attendance Policy (Also included under Attendance policies)	52
Medication Policy	52
Prescription Medication	53
Non-prescription Medication	53
Immunizations	53
Medical Emergency Procedure	53
Limitations on Physical Education Participation	54
Policy on Current or Prospective Students Diagnosed with Infectious Diseases	54
Communicable Childhood Diseases	55
Concussion Protocols / Return to Sport (RTS) Protocol	55
Concussion Facts	56
Short Term Side Effects	56
Long Term Side Effects	56
<i>CODE OF CONDUCT</i>	56
Obedience to Authority	57
Discipline Policy	57
Expected Conduct	57
Methods of Discipline	58
Social Network Policy	62
General School Reminders	62
Drug Screening	64
Drug Use	64
Sexual Harassment and Abuse	65
Definition of Sexual Harassment	65
Examples of Sexual Harassment.....	65
Examples of Other Forms of Harassment	66
What to Do if You Experience or Observe Harassment	66
Bullying	66
Self-harm	67
SCA Child Protection Policy	67
Grievance Policy/Conflict Resolution	67
<i>ACADEMICS</i>	69
Cheating	69

Academic Probation	70
Retention	70
Pupil Records	70
Homework.....	71
Parental Involvement with Homework.....	71
Late Work	72
Grammar School	72
Upper School.....	72
Grading Standards.....	73
K4-2nd Grade	73
3 rd -6 th Grade.....	73
Handwriting Skills (1 st -3 rd) and Habits of Work, Habits of Mind and Soul (3 rd -6 th).....	74
3rd-6th Art, Music and PE Grade Equivalents	74
7 th -12 th Grade.....	75
Full-time and Part-time Students.....	75
Honors Courses.....	75
Course Withdrawal	76
Course Pass/Fail	76
Academic Credit	76
Auditing a Class.....	77
Transfer Credit.....	77
Academic Eligibility	77
Independent Study.....	77
Study Hall.....	77
NILD and Educational Enrichment.....	78
Semester Exams	78
SCA Diplomas	78
SCA Diploma Graduation Requirements	80
Graduation	81
Valedictorian and Salutatorian	81
Community Service Requirement	82
<i>AWARDS</i>	82
Grammar School	82

Upper School (full-time students only)	83
<i>ATHLETICS</i>	85
Sportsmanship Code.....	85
<i>PARENT/GUARDIAN AGREEMENT</i>	86

Throughout this document, the title “parent or parents” refers to the natural **parents or legal guardians of a student.**

MISSION AND IDENTITY

Mission

The mission of Summit Christian Academy is to partner with parents to educate and disciple young men and women through a Christian and classical education.

Vision

The vision of Summit Christian Academy is to prepare students academically, socially, and spiritually, equipping them to discern truth, articulate their faith, and serve others for the glory of Jesus Christ.

Statement of Community

Summit Christian Academy welcomes its parents as well as its students to our Community, recognizing that informed parental participation and support contribute elements essential to the mission and success of any private school.

Summit Christian Academy was formed and is sustained by an independent Board of Directors who, along with the support of other stake holders, are committed to the progress and well-being of not only their own sons and daughters, but also those of others —current and future—forming a Community with a vision for training young men and women to transform the world for Christ.

Families who associate with Summit Christian Academy desire to offer their sons and daughters:

- 1) academic educational opportunities of exceptional quality;
- 2) the deep roots of a distinctly Christian worldview;
- 3) discipleship in Christ including: training in Christian character and ethical and moral discernment, and an appreciation for selfless service to others;
- 4) a greater breadth and depth of options for college and university admission and an introduction to callings and careers which they might not otherwise have known or chosen;
- 5) the poise and self- awareness to make thoughtful choices regarding their futures;
- 6) and the skills to learn for a lifetime.

With these goals in mind, all parents associated with Summit Christian Academy are expected to give willingly of their time, energies, wisdom, and material assets toward the well-being of its current and future Community, its programs, and fulfillment of the high calling expressed in the school's Vision and Mission Statements.

A Broadly Evangelical Discipleship School

It is the desire for Summit Christian Academy to serve not only the parents of its sponsoring church, Peninsula Community Chapel (PCC), but also other believers in Hampton Roads. Therefore, the statement of faith to which Summit families agree focuses on the basic tenets of historic Christianity (see Statement of Faith, below). This means that teachers do not make categorical statements about issues which divide Evangelical believers such as modes of baptism, spiritual gifts, eschatology, or the age of the earth. Rather, teachers direct students to ask their parents and/or pastor why they hold the positions they do on such issues.

Being broadly evangelical also means that the school feels free to select curricula from both secular and Christian publishers depending on the quality of the material. Summit teachers integrate such resources into a cohesive whole using Scriptural principles and passages to inculcate a biblical worldview.

As a "discipleship" school, Summit requires that parents who desire to enroll their children here must be able to articulate a personal relationship with the Lord Jesus Christ, must affirm the school's Statement of Faith, and be known and active in a local church. Our mission is to serve parents who not only want a solid education for their children, but also value strong Christian discipleship as described in Scripture.

As a ministry of Peninsula Community Chapel, Summit aligns itself doctrinally with PCC and shares the same Statement of Faith. For further information on school/church doctrine, please refer to the Chapel's *Major Doctrines and Doctrines with Scriptural Latitude*, available for review upon request.

Statement of Faith

We believe...

In one God eternally existing in three persons--the Father, the Son, and the Holy Spirit.

In the 66 books of the Old and New Testament alone as inspired by the Holy Spirit inerrant as originally given, and that they are the final authority for our faith and practice.

In the incarnation and virgin birth of the Lord Jesus Christ, who by His shed blood and substitutionary death paid the redemptive price for all my sins and for the sins of all individuals

who believe in Christ from every people group. He rose bodily from the dead and ascended into heaven to intercede for us.

That man was created by God in His own image for the express purpose of glorifying Him, that through disobedience he became a sinner separated from God's life and fellowship and that he needs personal redemption from sin through the new birth.

In the eternal salvation of all who trust the Lord Jesus Christ as personal Savior and the eternal punishment of all who reject Him.

In the work of God's Spirit in the new birth, indwelling the believer, causing him to grow into the likeness of Christ and filling him with power to live a godly life and to bear witness to Jesus Christ.

In the union of all true believers as one body in Christ.

In the second coming of our Lord Jesus Christ to the earth bodily to claim His own people, to vindicate Himself and to set all things in order.

Biblical Lifestyle

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

Summit Christian Academy expects its governing Board, employees, students, students' families, and those associated on a voluntary basis will maintain a lifestyle based on biblical standards of moral conduct, conduct that will not raise questions regarding their Christian testimonies. A Christian lifestyle reflects biblical principles of integrity, moral conduct and behavior, and appropriate personal and family relationships. (See Romans 1:24-32; Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11; 1 Thessalonians 4:3-8; 1 Timothy 4:12; II Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).

As a ministry of Peninsula Community Chapel, Summit Christian Academy adheres to the same Statement of Faith and doctrinal beliefs on marriage and sexuality, that marriage unites one man and one woman in a lifetime commitment to each other (Genesis 2:23-24; Ephesians 5:31-33). The Chapel's *Major Doctrines and Doctrines with Scriptural Latitude* are available for review upon request.

The mission of Summit Christian Academy is to partner with parents to educate and disciple young men and women. This partnership is made with families and parental unions in accordance with scripture in order to effectively execute our mission.

Virtues

The leadership at Summit Christian Academy, in close association with parents, is committed to equipping students for earthly and eternal success based on the following seven classical virtues: Prudence, Temperance, Justice, Fortitude, Faith, Hope, and Love.

The seven classical virtues are commonly broken into two groups: the *cardinal virtues* and the *theological virtues*. In Latin, the word cardinal means “the hinge of a door.” These four virtues (Prudence, Temperance, Justice, and Fortitude) are pivotal, much like the hinge of a door. They are also intricately connected, meaning it is difficult to truly display one without the other three.

Prudence - Prudence is practical wisdom, or wisdom in action. We display prudence when we show intentional forethought about the actions we are taking as well as the result that will come from those actions.

Temperance - Temperance is going the right length, and no further, specifically when it comes to our desires and the things in which we find pleasure. We display temperance when we find the appropriate balance between desire and self-control.

Justice - Justice is giving every person what they are owed and treating everyone as an equal child of God. We display justice when we are truthful, keep our promises, and are straightforward with one another.

Fortitude - Fortitude is the courage to face dangers in spite of our fears and to remain committed under the pressure of pain and suffering. We display fortitude when we stand up for what is right, even in the face of adversity.

Faith - Faith, according to Hebrews 11:1 is “the substance of things hoped for, the evidence of things not seen.” Faith is not defined by feelings or emotions. We can display faith by holding fast to the promises of God, even when it is not easy or advantageous to do so.

Hope - Hope is displayed by David in Psalm 27:14 when he “waited patiently for the Lord.” Godly hope, brings us through trials and moves us towards confidence. We can display hope by not simply longing for something temporary, but by being rooted in an eternal perspective.

Love - Love is defined in 1 Corinthians 13:4-8 as being “patient and kind, not envying or boasting, and not arrogant or rude.” Additionally, John reminds us in 1 John 4:7 that love is “a gift from God”. We can display love by remembering that God first loved us, and as image bearers of Him, we should also love sacrificially.

Our Motto

Discern - Articulate - Serve

Our Purpose

- 1) Encourage each student to pursue excellence in academic achievement.
- 2) Promote a lifelong love for learning.
- 3) Impart a Christian worldview by teaching all subjects as parts of an integrated whole with the Scriptures at the center, realizing that all truth is from God.
- 4) Challenge each student to develop his or her personal relationship with God the Father through Jesus Christ.
- 5) Implement the classical model of education, which respects the natural stages of a child’s learning abilities, and build upon those stages by teaching the grammar, dialectic, and rhetoric facets of each discipline.
- 6) Provide clear models of Biblical Christian life through our faculty, staff, and Board.
- 7) Surround students with a loving, creative, and orderly environment conducive to the attainment of these goals.

Portrait of a Graduate

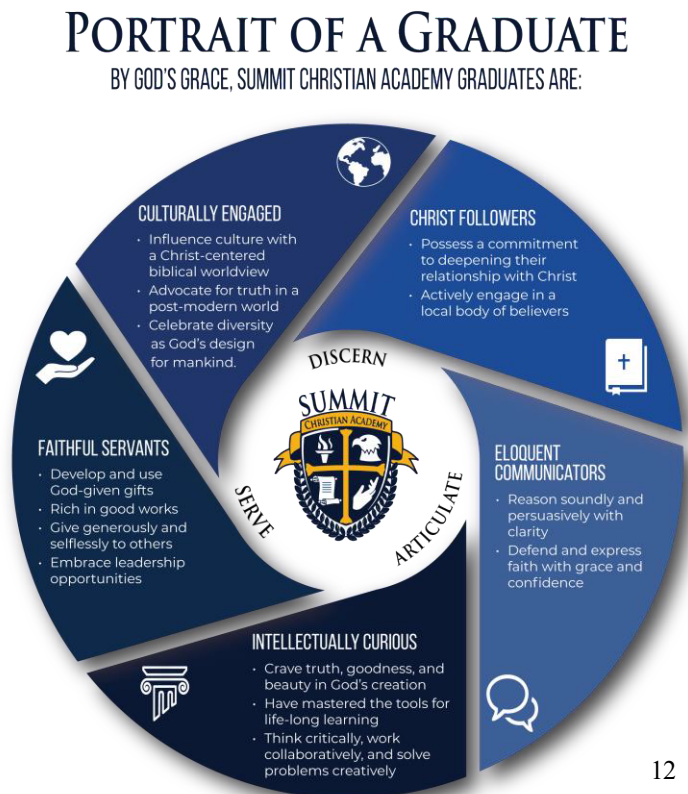
- Culturally engaged
- Christ followers
- Eloquent communicators
- Intellectually curious
- Faithful servants

School Colors

Blue and Gold

School Mascot

“Swoop” the Eagle



School Verse

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.” Colossians 2:2-3

Affiliations

Summit Christian Academy is accredited through Cognia, the Southern Association of Colleges and Schools (SACS), and the Virginia Council for Private Education (VCPE). SCA is a member of ACSI (Association of Christian Schools International), ACCS (Association of Classical Christian Schools), SCL (Society for Classical Learning), and HRACS (Hampton Roads Association of Christian Schools).

The History of Summit Christian Academy

The vision of Summit began in the mid-1980s when core families from Peninsula Community Chapel began to consider educational options for their children. Individuals were specifically seeking a learning environment that would teach children to think from a Christian worldview.

Sometime later, a member of PCC and a graduate student at Regent University, visited a variety of Christian schools around the country for her thesis. The PCC families asked her to look for a type of school that might meet their needs. When she returned, she recommended looking into a classical and Christian school as modeled by Logos School in Moscow, Idaho and The Geneva School in Orlando, FL. At that school, she discovered the threefold *Trivium* - grammar, dialectic, and rhetoric, a developmentally appropriate model. She also discovered an emphasis on core knowledge, early grade instruction in classical languages, independent thinking and learning, and Christian worldview. After reading Douglas Wilson’s *The Lost Tools of Learning* and visiting other classical and Christian schools, the core families decided to proceed with this model.

Plans for a September 1996 opening date were developed. In January of 1996, efforts were made to find teachers and write the foundational philosophical documents. Immanuel Baptist Church graciously opened its facilities to the new school. Open houses were held in the summer and churches contacted to recruit interested families. On September 6, 1996, Summit opened its doors with a student population of 32 in grades K4 through 6th.

What is Classical Christian Education?

Classical Christian education can be described in many ways. The following three definitions come from associations we partner with and capture the heart of Summit’s classical and Christian distinctives:

From the Association of Classical Christian Schools (ACCS): Classical Christian education (CCE) is a time-tested educational system which establishes a biblical worldview (called Paideia), incorporates methods based on natural phases of child development, cultivates the seven Christian virtues, trains students in reasoning through the Trivium (Grammar, Logic, and Rhetoric), and engages children in “the great conversation” through the historical Great Books.

From the Society for Classical Learning (SCL): Classical Christian education aims to cultivate virtue and wisdom in students so that they will live for the glory of God, flourishing as human beings and loving both God and neighbor. It pursues these goals through an ordered exploration of the True, the Good, and the Beautiful that is grounded in the liberal arts tradition and that forms students’ affections and the habits of lifelong learning.

From the Circe Institute: The purpose of classical education is to cultivate virtue and wisdom. The classical Christian does not ask, “What can I do with this learning?” but “What will this learning do to me?” The ultimate end of classical Christian education is to enable the student (disciple) to better know, glorify, and enjoy God.

Philosophy and Goals of Education

In 1947, Dorothy Sayers wrote an essay entitled, *The Lost Tools of Learning*. Sayers believed modern education was no longer concerned with teaching students **how** to think. She argued by returning to the traditional seven liberal arts (the Trivium: Grammar, Logic, and Rhetoric; and Quadrivium: Arithmetic, Geometry, Astronomy, and Music), and by recognizing students learn developmentally, educators would begin to cultivate students who truly know how to think and who can learn for themselves.

Sayers connected the Trivium with the stages of learning by suggesting students naturally progress through the Trivium (Grammar, Logic, and Rhetoric), as they seek to master a new concept or subject. The Grammar stage, or the building blocks of any subject, utilizes a young student’s natural propensity to memorize and recite to help them soak in the incredible amount of knowledge being presented to them. As students enter the Logic (or Dialectic) stage, they have a natural inclination to be contradictory. During this stage, students learn how to connect the knowledge presented to them in the Grammar stage and use that knowledge to create sound arguments. Finally, students are ready to enter the Rhetoric stage where they are able to express themselves elegantly and persuasively.

The educational process in a Christian school is dependent on a Biblical philosophy which provides the right worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. A worldview is the filter of

ideas and values through which we see, evaluate, and behave in all areas of life. Our beliefs about the nature of man, ethics, politics, science, and history all flow from our worldview.

Teaching a Christian worldview is a comprehensive perspective that applies Scripture to all of life. Possessing a Christian worldview will allow our students to respond with wisdom and understanding to art, politics, history, literature, current events, math and science. Our students will see how all subjects are developed from Christian thought and are interwoven with principles that reveal God and His handiwork.

In accordance with the above Philosophy, the goals of Summit Christian Academy are as follows:

- 1) To encourage every student to pursue high academic achievement.
- 2) To help every student gain mastery of a core of knowledge.
- 3) To encourage every student to develop a lifelong love for learning, realizing that all truth is God's truth.
- 4) To impart to every student a Christian worldview.
- 5) To train students to analyze and understand other worldviews.
- 6) To utilize the Classical Methods of grammar, logic, and rhetoric in all subjects.
- 7) To teach all subjects as parts of an integrated whole with the Scriptures at the center.
- 8) To encourage every student to begin and develop his/her relationship with God the Father through Jesus Christ.
- 9) To provide a clear model of the biblical Christian life through our staff and Board.
- 10) To provide students with a loving, creative, and orderly environment that is conducive to the attainment of these goals.

Scriptural Foundations

Jesus Christ is to be preeminent in all of life (Colossians 1:15-18). Every aspect of our lives should be viewed from a biblical perspective. No subject can be understood fully and accurately when the Creator-Savior is ignored or denied. Parents are the ultimate educators (Deuteronomy 6:6-7, Ephesians 6:4) and are responsible to God for the godly education of their children. Parents are under mandate from God and must not abdicate that responsibility. Summit Christian Academy is a tool parents may use to accomplish that mandate. Summit is committed to promoting and encouraging the family unit.

All truth is God's truth (Psalm 24:1-2), without division into sacred truth and secular truth, including not only the Bible, but also history, mathematics, science, language, music and the arts. God's Word is Truth. Teachers are not afraid to use secular sources to teach God's truth in any subject. The Bible is seen as our ultimate source for Truth. Truth is knowable and not relative (Psalm 119, Matthew 22:37), through God's general revelation in creation and His specific revelation, the Bible. God is honored when we recognize in creation His attributes, laws, and ways. God is honored when we use our minds to their fullest capacities to seek truth, discern truth, investigate, and question. God invites our inquiries (Isaiah 1:18a).

Students are encouraged to be inquisitive and to investigate. They are taught that there are absolutes in life. Right and wrong are not relative to the whims of society.

Life has design and purpose (Romans 12:2, Matthew 28:18-20, Ephesians 2:10). Man is to live his life enjoying and glorifying God, becoming molded into the image of His Son and influencing others for the Kingdom. We are called to influence those around us, our own culture in which we live, and even the whole world.

Children are born as sinners and, therefore, require training and firm discipline (Romans 1, 3:23). However, we are made right with God, not because of our own obedience or goodness, but because of what Jesus Christ did on the cross for us. Remembering this helps us to balance justice with mercy. As a discipleship school, we desire to see each student strengthen his or her personal relationship with Jesus and learn to live a righteous life by grace.

Since the bedrock of genuine education is the Lord Jesus Christ "*in whom are hidden all the treasures of wisdom and knowledge*" (Colossians 2:3), students are directed first to the Scriptures. To be truly educated requires testing everything by Biblical truth, evaluating all issues from a Christian worldview, and depending on God for wise decision making.

In Matthew 28:18-20, Jesus presents His disciples with what is called the Great Commission: "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Summit Christian Academy is committed to the Great Commission and seeks to make disciples. Throughout our entire school program, from our discipline policies to our extracurricular activities, our focus is on discipleship. God's Word is the foundation of all that we do. We strive to see students know God's Word and live according to its principles.

Students at Summit are taught to develop a Christian worldview through which they analyze all of reality. Our desire is that the Lord uses Summit Christian Academy to train up a generation of Christians who will bring honor and glory to His name.

We are called to serve (Ephesians 6:7). Knowledge and education are not ends unto themselves but are to be used for God’s glory as a means to bless others. The older will be taught to serve the younger; the quick to serve the slow. Summit emphasizes humility and a servant’s heart.

Every child is a gift from the Lord and gifted by the Lord (Psalm 127:3, Romans 12:6, Ephesians 2:10). Every child is known and loved by Him, and each life serves a purpose. Summit is dedicated to helping children discover their own unique, God-given gifts and purposes and implementing them in life.

In keeping with God’s love and purposes for oneness and diversity (Genesis 1:31a, I Corinthians 12:12-26), Summit Christian Academy strives to provide an environment in which respect and appreciation for individual differences are taught, modeled, and nurtured. Our goal is to be a “Community of Kindness” where new and returning students of all races, cultures, and abilities are embraced, supported, and offered a warm and constant welcome.

Knowledge is valuable, yet godly wisdom is the desired goal (Proverbs 3:13, 9:10; Psalm 111:10). Wisdom is knowledge properly applied from a Godly perspective. Summit inculcates knowledge (Exodus 35:43), understanding (Proverbs 2:6), and wisdom (Daniel 2:21). Pedagogy must acknowledge, respect, and address the physical and cognitive development of a child. Summit educates within the framework of the Trivium, a classical approach that applies the Biblical concepts of knowledge, understanding, and wisdom to the developmentally appropriate stages of a child: grammar (grades K4-6), dialectic (7-9), and rhetoric (10-12).

The first phase, Grammar (grades K4-6), involves the mastery of basic facts, rules, and foundational concepts when children think concretely and love to chant, sing, recite, and memorize materials that are creatively presented. The Dialectic phase (grades 7-9) is the study of formal logic and argumentation and fits with the middle school years, when a student is beginning to challenge why things are as they are. Students learn to analyze, evaluate, and critique. Teachers use the Socratic approach, which attempts to draw learning out of students and lead them to conclusions. The Rhetoric phase (grades 10-12) teaches how to communicate knowledge, ideas, and beliefs in a persuasive manner in both oral and written forms, accentuating synthesis of learning. The classical model incorporates all three elements at every grade level, emphasizing the developmental focus at the appropriate phase.

God has called us to do everything as unto Him (I Corinthians 10:31) and serve Him with all our might. We are called to “*study to show ourselves approved*” (2 Timothy 2:15). Students are encouraged on toward excellence. Hard work is valued and rewarded.

Summit Christian Academy teaches Latin (required for grades 3rd-8th and as a high school elective) for several reasons. Fundamentally, Latin is intrinsically valuable, connecting the

students to the heart of classical education. The study of Latin also provides an efficient way to learn the grammatical structure of English. Latin prepares students with the foundations necessary for later learning of modern Romance languages. Finally, the precision of mind required in the study of Latin benefits other fields of study such as science and mathematics.

God looks at the heart (I Samuel 16:7). The measure of a man or woman is not the externals of appearance or of achievement; instead, it is godly character traits such as integrity, courage, perseverance, compassion, loyalty, responsibility, and righteousness.

God is in control (Isaiah 46:10, 61:1-2; Daniel 4:25). He is not capricious. God has a plan and is purposefully directing the course of history and the culture in which we live.

SCHOOL BOARD

The Summit Christian Academy Board has the primary responsibility of governance. The Board seeks to follow God's will in every area. Through prayer and reliance upon Biblical principles, the Board governs with wisdom and God's guidance. The Board also seeks to follow the Carver Policy Governance method. In governing the school, the Board has several key responsibilities. The School Board:

- determines the mission and basic values of the school.
- maintains broad standing policies on all aspects of governance.
- selects a Head of School and holds him or her accountable to policies.
- supports the Head of School and assesses his or her performance.
- ensures effective organizational planning.
- approves the major goals, or desired results, and the strategic plan.
- ensures financial solvency and integrity.
- approves, monitors, and strengthens the school's programs and services.
- helps represent the school to the community.
- ensures legal as well as ethical integrity and maintains accountability.
- encourages and nurtures the Head of School and staff.
- serves as the final court of appeals for unresolved internal disputes.
- recruits and orients new Board members.
- evaluates and improves itself.

- hires, manages, and evaluates one employee, the Head of School.
- speaks as one voice, not many voices.
- performs a fiduciary role.
- deals with ends, not means.
- is a policy maker.
- members govern only during a duly called Board meeting and have no authority outside of Board meetings.
- members make impartial decisions.
- members are expected to contribute financially to the school and elicit financial support for the school.
- members model the values of the institution.

ADMISSIONS

School Age

K4: Four years old by September 30th of the school year enrolled. K5: Five years old by September 30th of the school year enrolled.

Admissions Guidelines

It is the desire of Summit Christian Academy to provide a Christian and classical education for students of Christian families in the Hampton Roads area. Though not exhaustive, the criteria below serve as a basis for possible enrollment, adopted to ensure a high probability for success and satisfaction for both the family and the school.

A parent desiring to enroll their children in Summit Christian Academy must:

1. be able to articulate a personal relationship with the Lord Jesus Christ
2. be known and active in a biblically based local Christian church – a pastor’s recommendation is required, indicating regular attendance and engagement in the life of the church
3. desire to have their children taught in accordance with the SCA Statement of Faith
4. desire the rigor of a classical education

Students desiring to attend Summit must:

1. demonstrate a desire for Christian discipleship and exhibit a teachable spirit
2. demonstrate an average to above average academic aptitude
3. demonstrate an ability and willingness to self-correct, respond to teacher directives, and show respect for authority in speech, behavior, and attitude
4. show age-appropriate attentiveness

Acceptance to SCA is based on but not limited to:

1. academic records and prior testing
2. class space availability
3. former teacher and principal recommendations
4. parent/principal interview
5. academic and existing needs of the class
6. student interview - required in grades 7-12; as deemed helpful in K4-6
7. placement testing - required in grades K5-12

The admissions process at Summit prior to final acceptance shall include the following:

1. Online submission of properly completed application forms with online payment of the application fee. **The application fee is non-refundable.** (In the event that a class has been filled, applicants will be placed in a waiting pool. The interview process will take place when an opening becomes available.)
2. Parent/Administrator interview with both parents to ensure that:
 - a. at least one parent expresses a clear testimony of Christian faith
 - b. the parents desire a Christian education for their child
 - c. family beliefs and practices are consistent with the standards, statement of faith, biblical lifestyle, and values of the school
 - d. the family is known and active in a Biblically based local Christian church.
3. Student/Administrator interview (grades 7-12)
 - a. student must articulate their faith in Jesus Christ and
 - b. express desire to be at Summit Christian Academy

4. Placement testing is required for grades K5-12. During the fall all K5 students undergo a SEARCH scan (reading readiness assessment).
5. Principal and teacher recommendation forms from the previous school (when applicable) must be received. Previous teachers and school administrators may be contacted to clarify a student's academic and behavioral record.
6. Students may apply for part-time status for selected Upper School courses (pending space availability). Students must be enrolled full-time their senior year to be eligible for graduation from Summit Christian Academy.

Upon completion of the designated steps, parents will be notified by letter of the results of the application process. Students are sometimes conditionally accepted. For example, the student may need summer school, tutoring, or to repeat a grade. If there are behavioral concerns, a student might be conditionally accepted based on their desire and ability to demonstrate a high level of self-control, attentiveness, and cooperativeness during the first few weeks of school.

Next, parent(s) will be contacted by the registrar to complete enrollment. Students who have been accepted into the school must have their files complete and accounts current in order to begin school. This includes having completed necessary physical examinations (incoming students only). All students must have proof of up-to-date immunizations and a copy of their birth certificate on file before attending classes the first day of school.

The mission of Summit Christian Academy is to partner with parents to educate and disciple young men and women through a Christian and classical education. If there comes a time, at the administrator's sole discretion, that it believes it can no longer partner with the home, then the parent may be asked to withdraw the student from the school.

Summit Christian Academy admits students of any race, sex, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.

FINANCIAL

The tuition of SCA does not cover the entire cost of educating each student, so the school also relies on contributions in addition to annual tuition. The school does provide a need-based tuition assistance program to aid families who desire classical, Christian schooling for their children but whose financial resources may prevent enrollment.

Application, Tuition and Fees

An application fee is paid online when submitting an application (also completed online.) Processing of the application will not continue without this fee. Tuition payments are made and managed through FACTS. Payments are debited on the 5th or the 20th of each month. Any changes to the payment plan must be made through the business office. Book fees are included in the tuition and fees.

Student Withdrawal Policy

Both the family and SCA make a commitment to each other upon enrollment. The school makes financial decisions (such as staff salaries) based in part upon the individual commitments of families to attend the school. The school's commitments to pay salaries and meet other financial obligations continue even when a family withdraws during the school year. Therefore, the school asks families during enrollment to agree that in the event of withdrawal, they will fulfill their financial commitment. SCA will use the percentages below to quantify this balance in advance so that both family and school know the mutual financial commitments at the time of enrollment. Records or transcripts cannot be forwarded to the student's new school until all fees are paid. Special unforeseen circumstances which make withdrawal unavoidable will be considered on an individual basis and at the sole discretion of the School Board.

For withdrawals for the subsequent school year prior to May 31st: Parents agree to pay a flat \$500 per family withdrawal fee due at the time of withdrawal.

For withdrawals from June 1st to the 1st day of school: Parents agree to pay a flat \$500 per family withdrawal fee and the total fees portion of tuition. Financial commitments regarding student fees have been made by this time and, therefore, are not refundable.

For withdrawals during the 1st semester: Parents agree to pay the full tuition up to the withdrawal date plus 25% of the remaining tuition.

For withdrawals during the 2nd semester: Parents agree to pay the full tuition up to the withdrawal date plus 15% of the remaining tuition.

For those who paid the full tuition: A refund will be given based on the amount paid less the amount due as outlined above.

Further, parents agree that if they must withdraw their student from SCA, they agree to do so quietly and in an orderly fashion.

Incidental Billing Invoices

Incidental billing invoices are charges in addition to tuition and fees. These billings will be processed through FACTS Financials. Remittance for these billings will automatically be withdrawn on the due date from the financial institution indicated on the FACTS Financial account. Returned payments will be subject to a return payment fee from both Summit and FACTS.

Unpaid balances over 30 days from the invoice date will incur monthly interest charges of 1.5 % (18% annualized).

If an incidental billing invoice becomes 60 days or more past due, all services not covered by tuition are suspended until the account is made current, including catered lunches, Before/After Care, sports participation, etc.

Delinquent Accounts

Delinquent accounts are subject to the same terms as incidental billing invoices.

If FACTS cannot pull your payment due to insufficient funds, SCA will charge a \$30.00 fee in addition to fees FACTS and your bank will charge. FACTS will attempt to collect the missed payment and NSF fee within 10 days of original withdrawal date.

Additional Fees

Upper School

The following list includes fees **not covered** under Tuition and Fees: Performing Arts, Athletics, Soirée tickets for 10th-12th grade students, catered lunch (optional), retreat electives (optional), school club dues or fees, field trips, the 9th and 11th grade trips, the Senior study abroad trip to Europe, electronic device violation fees (if applicable), and National Honor Society dues (if applicable).

Grammar School

The following list includes fees **not covered** under Tuition and Fees: Before/After Care (optional), athletics, and other extracurricular activities.

Uniforms

Summit is a uniform school. Please be aware that there will be expenses incurred to purchase items that meet our uniform code. Our current uniform code requires items to be purchased through Lands' End online. See Dress Code section.

PARENTAL INVOLVEMENT

God has given Christian parents the profound responsibility of educating their own children in the knowledge of the Lord. Summit Christian Academy is a useful tool in the hands of Christian parents who wish to accomplish the mandate that God has placed on them. Parents are highly encouraged to attend all functions of the school such as the Parent Teacher Student Fellowship (PTSF) meetings, academic school events, and extracurricular activities. At Summit, parents are actively involved in many different areas of their child's education. Below are some of the more common ways parents can be involved and in no way is an exhaustive list:

1. Visit their child's classroom. To ensure optimal observation time, please schedule visits ahead of time.
2. Help as a homeroom assistant, lunchroom monitor, recess supervisor, or field trip driver.
3. Be willing to share or teach their area of expertise when relevant to the curriculum after coordinating with the teacher involved.
4. Attend Parent/Teacher conferences. Conferences at the Grammar School are required.
5. Closely monitor their child's progress through Parent/Teacher Conferences and on FACTS Family Portal.
6. Participate in PTSF meetings, State of the School meeting, chapel, and other non- curricular interactive events.
7. Serve as a room parent in the Grammar School.
8. Coordinate extracurricular activities (athletics, clubs, etc.) or fundraising endeavors.
9. Serve as a judge for thesis and science fair events.

Parent Teacher Student Fellowship (PTSF)

The PTSF exists to glorify Jesus Christ and serve Summit families and others through the support and enrichment of the academic, social, and spiritual environment of Summit Christian Academy. Every parent, or legal guardian, of a currently enrolled student is automatically deemed a member of the PTSF. Annual dues are included in school enrollment fees which are set by the School Board.

Parent/School Communications

Office Communication

On at least a weekly basis, the school office will communicate electronically with parents regarding important school information. Occasionally, hard copy forms or other documents will be sent home with the youngest student in the family in an inter-departmental envelope. When this occurs parents will be notified so communication will not be missed.

Faculty Contact

Regular communication between the teacher and the parents is critical for the success of the student and for building a supportive relationship with the family. Teachers will do whatever is reasonable to foster open and helpful communication between the home and classroom.

Parents wishing to contact faculty by phone may leave a message with the receptionist in the school office. Teachers will attempt to return calls within 24 hours. Please refrain from calling or texting teachers at home after 8 p.m.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year. Grammar School parents are required to attend the scheduled parent/teacher conferences. Upper School parents are encouraged to meet with all of their child's teachers when attending the scheduled Parent/Teacher conferences. Parents should not feel limited to the formal scheduled conferences. Many needs can be met simply through better, more regular communication between parents and teacher. Following the first parent/teacher contact, the Principals, who are interested in all areas concerning students and the school, will also be available for conferences.

FACTS Family Portal

FACTS Family Portal is our school's online resource for parent access to their child's grades and other important school information.

Information on how to access the FACTS Family Portal is provided in acceptance letters. Access information is also available in the office of each campus.

ATTENDANCE

The parent is legally responsible for the attendance and punctuality of the student. Classes are planned so that regular attendance is required if the student is to receive the full benefit of the instruction. Excessive absenteeism generally results in poor learning and unsatisfactory grades. Parents should call or e-mail the applicable school office by 9 a.m. (Upper School: 867-7005,

Grammar School: 599-9424) if their student is ill or will not be in attendance for any other reason.

Illness Attendance Policy (also included under Medical Information)

Students who have a fever (100.0° or above), diarrhea, or vomiting should not be sent to school. These students must be symptom free without medication for 24 hours before returning to school. Students brought back before the 24-hour period risk infecting other students and staff. Students who come down with illnesses at school will be sent to the office. The school office personnel will evaluate other medical conditions. If it is deemed necessary, parents will be called to come and take the student home. Parents, or another authorized individual, must pick up the student within one hour of being contacted by the school office. If a student is sent home during the school day because they developed symptoms above, the student may not return to school the next day.

Tardiness

Grammar School

It is recommended student(s) arrive by 8:10 a.m. to facilitate a smooth transition from carpool into the classroom. School instruction begins at 8:15 a.m. Students who arrive at 8:15 a.m. or later must accompany their parent to the school office to be signed in before going to class.

Tardiness works a hardship not only on the teacher but also on the student. Excessive tardiness is effectively a lack of cooperation with the school and may initiate a Principal/parent conference. Four (4) unexcused tardies for the year will eliminate a student from consideration for an outstanding attendance award.

Upper School

It is recommended student(s) arrive by 7:45 a.m. to allow time for them to prepare for the school day. **First period begins promptly at 8:00 a.m.** Students who arrive after this time must sign in at the school office before going to class. Excessive tardiness is effectively a lack of cooperation with the school and may initiate a Principal/parent conference.

Class tardies: Upper School students are allowed appropriate time to transfer between classes. Students are to be seated and ready for class to begin at the beginning of each period. Consequences for three or more unexcused tardies per semester include silent lunch and points deducted from a student's participation grade in the affected class. If a student misses more than 20 minutes of a class, or 40 minutes for a block class, the student is considered absent for that class period.

Absences

It is the law of the Commonwealth of Virginia that school-aged children attend school. Students at private schools are not exempt from this law. Students who stay home for part or all of the school day for any reason other than personal illness or pre-arranged family travel are truant.

Students who are truant from school may experience consequences to be determined by the administration. Additionally, a record of poor attendance could result in the need for remedial tutoring, failure to earn course credit (Upper School), and/or retention (Grammar School).

Parents must send a written note or email to the office after each absence for a student to be marked “excused”.

All absences are documented (excused or unexcused) any time a student is not in class except when the absence is due to a scheduled school event.

Absences are excused due to a personal illness, death in the family, school approved trips, or other reasons approved by the Administration (to include school suspension). Absences for reasons other than those previously outlined will be considered unexcused. The authority for determining the legitimacy of an absence rests with the school Administration.

Doctor appointments should be scheduled after school hours when possible. If it is necessary for a student to leave early for a medical appointment, a written note must be sent to the student’s teacher the morning of the appointment. The student’s parent must sign their child in and out from the office. No student will be released to anyone other than those authorized in the pick up list within the FACTS Family Portal. If a student departs school early and misses more than half a school day, the student will be counted absent for the day. Students must be present at school for at least half the school day to participate in extracurricular activities.

Communication Regarding Absences

The office must receive communication from the parent about all absences, planned or unplanned:

One part- or full- day **planned, known absence** (for example: doctor appointment):

- Notify the office in writing (email or hand-written) with the student’s name, date and reason for absence

One day **unplanned absence** (for example: illness), do one of the following:

- Call the office in the morning so we know why your student is absent
- Send an email to the office with the student's name, date and reason for absence For absences longer than one day:
- Sickness: Call or email the office each morning to keep the school informed. If absences are prolonged (more than 3 days) or chronic, a written explanation should be submitted from the student's physician.
- All Others: Provide a two-week advance written notice to the Principal and teachers that includes the student name, dates, and reason for absence.

Missed Assignments Due to Unplanned Absences

Grammar School

A parent picking up missed assignments the day of the absence is most helpful. Parents should call the office before 10:30 am if they want to pick up work after school. Students have two days to complete assignments for each day absent.

Upper School

Parents/students should access FACTS Family Portal to check for assignments missed during a student's absence. If materials are needed from school to complete an assignment, they should be picked-up by the close of the school day. Students have two days to complete homework assignments for each day absent.

The first day students return to school, they must arrange with the teacher to schedule a fair and equitable day/time for submitting late (missed) work. However, assignments that have been given an advanced due date (i.e., specific homework types/dates, long-range homework assignments, papers, projects, and tests) will be required the day students return unless other arrangements are made with the teacher. Students who do not take the mid-term or final exam due to unplanned absences must contact the Administration.

Missed Assignments Due to Planned Absences

If a student will miss class due to a planned absence (e.g., vacation), it is the responsibility of the parents to contact the Principal and teachers at least 2 weeks in advance. Students are required to take all quizzes and tests immediately upon his/her return. Projects or papers assigned before the planned absence must be submitted on the day the student returns, if due.

Students are not required to complete classroom assignments and daily homework missed during scheduled absences. Should parents desire that their children complete those assignments in

preparation for future tests, they should contact the teacher(s) 2 weeks prior to the planned absence. The teacher will compile a list of assignments (as available) before the family's departure. The completed assignments are for the student's learning benefit but will not be graded. The ungraded assignments are considered "excused" and will display an "E" in FACTS Family Portal. Excused assignments will not affect overall grade averages. Students who do not take the mid-term or final exam due to planned absences must contact the Administration.

We respectfully ask families to be conscientious and plan vacations during scheduled school breaks when possible.

Additional Upper School Attendance Policies

In an effort to emphasize the importance of preserving a quality learning community with accountability between students and teachers, the Upper School has adopted the following attendance policies:

1. Students who miss more than 15 (block) days of a one-credit class or 7.5 (block) days of a half credit class will receive no credit for the course.
2. Parents may appeal to the Board for an exception only in the event of an on-going chronic medical condition, long-term illness (defined as 2 or more consecutive weeks), exceptional circumstances, or catastrophic event (defined as hurricane/ fire/flood damage) for classes in which the student has successfully completed all assigned class work, maintained a "C" or above, and provided a physician's note *at the time of* the absence. Families should understand that no appeal is likely to be granted for absences that are the result of choice (e.g., travel).
3. If a student misses more than 20 minutes of a class, or 40 minutes for a block class, the student is considered absent for that period.
4. Students must be present in school for an entire school day, i.e., the hours during which the school is open for classes, lunches, and programming to participate in extracurricular activities. If a student is part of an otherwise school-sanctioned event such as a trip, has a particular officially recognized privilege such as early dismissal during the senior year, or has arranged an excused appointment, that student, although not on campus itself, is considered eligible to participate in extracurricular activities.
5. Parents will be automatically notified via FACTS Family Portal e-mail as a student's absences accrue. Absence totals include both excused and unexcused absences.

6. College Visits: seniors and juniors are encouraged to visit colleges to which they are interested in seeking admission. Seniors are allotted three days and juniors two days in which to make these visits at no ‘attendance’ cost. Students who need to be absent from classes must make arrangements through the Academic Advisor and take the following steps:
 - a. Prior to the day missed, a parental note must go to the office stating the reason for missing school.
 - b. Students must submit any long-term projects or papers that will be due during their absence *before* leaving. All other missed work (or tests) is due the day of their return.
 - c. Upon return, students should submit to the Academic Advisor evidence of their visit.
7. Absences due to extracurricular activities: A student who is aware of a school-sponsored event that will cause him or her to be absent part of the school day is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before leaving for the event. Any tests that the student will miss should be taken ahead of time if possible. Otherwise, the student must work out an arrangement with the teacher ahead of time for making up the test. Students are responsible to obtain the current day’s assignments before dismissal and submitting these assignments the next time the class meets.

GENERAL INFORMATION

School Hours

Grammar School

Monday-Thursday: 8:15 a.m. to 3:05 p.m.

Friday: 8:15 a.m. to 2:00 p.m. Half Day: 8:15 a.m. to 12:00 p.m.

Students may arrive no earlier than 7:55 a.m. unless signed into Before Care. Afternoon carpool begins at 3:05 p.m. and students must be picked up by 3:20 p.m. (2:00 p.m. – 2:20 p.m. on Fridays). Students not picked up during carpool will be placed in the After Care Program. **In order to avoid the carpool line backing up into the street, parents are asked to arrive no earlier than 2:55 p.m.**

Upper School

Monday-Thursday: 8:00 a.m. to 3:15 p.m.

Friday: 8:00 a.m. to 1:45 p.m. Half Day: 8:00 a.m. to 12:05 p.m.

Upper School students may arrive at school no earlier than 7:30 a.m. and depart no later than 30 minutes after the end of the day. Beyond this time, no school supervision is available.

Upper School Monday-Thursday Schedule

8:00-8:05 a.m.	Announcements
8:05-9:35 a.m.	Period 1
9:35-9:45 a.m.	Break
9:45-11:15 a.m.	Period 2
11:15-11:45 a.m.	Lunch
11:45 a.m.-12:10 p.m.	Ministry Team
12:10-1:40 p.m.	Period 3
1:40-1:45 p.m.	Transition
1:45-3:15 p.m.	Period 4

Upper School Friday Schedule

8:00-8:45 a.m.	Period 1 (Chapel)
8:49-9:34 a.m.	Period 2
9:38-10:23 a.m.	Period 3
10:23-10:33 a.m.	Break
10:33-11:18 a.m.	Period 4
11:22 a.m.-12:05 p.m.	Period 5
12:05-12:35 p.m.	Lunch
12:38-12:50 p.m.	Ministry Teams
12:54-1:45 p.m.	Period 6

Before and After Care Program (Grammar School Only)

The purpose of this program is to assist working parents of students in K4 through 6th grade by providing supervised care for their children before and after the regular school day. This service is categorized by the Department of Social Services as a religious-exempt childcare program. Care is provided beginning at 7:00 a.m. daily, and after school until 5:30 p.m. After Care is not provided on half days. Costs and more information on this program are available in the school office.

Class Size

It is the educational goal of Summit Christian Academy to operate with small classes to optimize student achievement and learning. The following are the school targets for class size:

Grades K4 – 2: fifteen (15) students per class

Grades 3 – 6: eighteen (18) students per class

Grades 7 – 12: twenty (20) students in core subject area courses (language arts, classical and modern languages, math, science, Bible, and history). In non-core subject area courses, classes may have up to twenty-five (25) students.

Chapel/Ministry Team

Chapel services are held Wednesdays at 8:25 a.m. at the Grammar School and Fridays at 8:00 a.m. at the Upper School. Chapels provide a unique opportunity for students to worship corporately, and at the Upper School, for students to have a role in worship leadership. Families are always invited to weekly chapel. Attentive, courteous conduct honoring to the Lord should be observed at all times.

At the Upper School, students and staff participate daily in a Ministry Team. Prayer, devotions, and accountability are vital ingredients in our program of Christian training stressed during these times. Ministry Team also serves as a time of fellowship and service. Teachers and older students lead the students to understand how God is central to all of life and that continuous communication with Him is essential to authentic, consistent Christian living. Periodically, each Ministry Team will have the opportunity to serve the school by helping clean the lunchroom.

Lost and Found

Belongings found will be stored in a central location at each campus. If labeled, an attempt will be made to return the item to the student. If unlabeled, items will be kept for a period of time and later donated at the school's discretion.

Bible Version for Classroom Use

Several Bible translations are widely accepted by conservative, evangelical scholars as quality works for study. Each of these translations has strengths and weaknesses and appeals to varying segments of the Christian community. The English Standard Version (ESV) is the translation used in the classroom for study, quotation, and memorization at Summit because of its accuracy, grammar, style, and ease of reading. Students in 2nd through 12th grades are required to supply their own ESV Bible. Students in grades 10-12 will have the ability to download an ESV Bible app on their personal electronic device for use in the classroom with the teacher's permission.

Field Trips

The educational program includes excursions and trips by students under the supervision and instruction of teachers to museums; art galleries; sites of historical, industrial, and civic interest; fields and woods for nature study; and institutions or places of similar character. These trips are part of the educational curriculum and not merely entertaining outings. The place to be visited and the method of transportation to be used are approved by the Principal. Parents sign a Field Trip Permission Form at the beginning of the school year that covers all school-day trips for the year. Additional permission will be required for certain trips (such as Upper School Retreat, for example.) A Field Trip Information Form will be distributed prior to each trip to communicate

information about the trip and provide for driver sign up. **The following policies apply to all Summit field trips:**

1. Parent volunteers provide transportation and chaperoning for student school-day field trips. All volunteer drivers must complete the SCA Activity Driver Application and be approved. Any entrance fees for those volunteers necessary for the trip are covered in the field trip costs. Parent volunteer drivers agree to follow speed limits and practice safe driving habits. Out of respect for a wide range of values, drivers should limit music to Christian or classical music that is clearly honoring and glorifying to God on school field trips. Parents are asked not to utilize video/movie systems in their vehicles. Drivers are also responsible for chaperoning students at the field trip location.
2. For the purpose of safety and close supervision, only those parents needed to provide transportation/chaperoning are allowed to attend Grammar School field trips unless it is indicated otherwise on the Field Trip Information Form. Every effort will be made to ensure that parents desiring to drive on a trip will have the opportunity to do so at least once during the school year.
3. To support the curricular purposes of the trip, to reduce student distraction, and to ensure chaperones are able to focus on the students assigned to them, siblings of any age are not permitted to attend field trips (except for an adult sibling providing transportation) unless it is indicated otherwise on the Field Trip Information Form.
4. The cost of Grammar School field trips is included in tuition and fees. Upper School field trips are paid individually during the school year.
5. The school has secondary insurance in case of accidents.
6. Students are expected to attend all field trips, including out-of-town trips, except in cases of illness or family emergency.
7. Electronic devices including, but not limited to, iPods, iPads, tablets, MP3 players, hand-held games and cell phones are not to be used by students on any Grammar School field trip. For Upper School field trips, these devices are not to be used without prior approval of the administrator or teacher sponsoring the field trip. If approved, they are not to be used unless travel time exceeds 2 hours.

Annual/Special Events

History Day (Grammar School)

The Grammar School schedules a creative event to help students learn more about God's sovereign interventions throughout the timeline of history. Students dress in period costumes, recite and sing information about their specific era of history and enjoy fun activities.

Science Fair (Upper School) and Science Spectacular (Grammar School)

Science Fair is a celebration of God's creative brilliance and power. Students enjoy the pleasure and privilege of exploring God's creation and reporting on their findings.

9th Grade Class Adventure

Ninth grade marks the conclusion of the Dialectic years and the beginning of the Rhetoric years. To celebrate what has been learned and look ahead to what is to come, students take a 3-day, 2-night trip. Deliberate effort is made in planning this trip to accomplish these key objectives:

1. Students will experience a professional theatre presentation to experience eloquent communication.
2. Students will partake in either a science or history topic recently studied.
3. Students will take part in an experience in which they must encourage one another to conquer obstacles that may lie outside of their comfort zone and build class unity in the process.

While often entertaining, the activities are purposely planned to stretch the individuals in a way that will encourage them to work together towards a goal as a team. The cost of this event is approximately \$275/student.

Protocol and Soiree (9th-12th Grade)

The Soiree is Summit Christian Academy's formal evening affair planned by the Junior Class each spring. Attendance is required for students in 9th-12th grade. The Soiree begins with hors d'oeuvres and a class ring ceremony at the Upper School. The 10th-12th grade students and chaperones proceed to a special venue where they enjoy a five-course meal and ballroom dancing.

The students participate in a series of protocol lessons prior to this event. They learn to navigate a place setting for a five-course meal, conduct an appropriate conversation at a formal event, escort or be escorted, ballroom dance, and more. These skills give our students confidence as they enter the adult world ready to serve and present Christ-like kindness and humility to others.

The Soiree is an exciting evening as well as a wonderful opportunity for learning. We do not want the students to feel the pressure of society and the need for a date. Therefore, escorts are assigned for the evening to students in 10th and 11th grade. This encourages students to develop godly friendships and a sense of camaraderie as classmates as they practice biblical manhood and womanhood. Seniors may invite a guest from outside of SCA. A recommendation form for each guest is required.

The Soiree is a formal event. Ninth grade students wear Business Dress to the program. Ladies in 10th-12th grade wear approved formal gowns. Gentlemen in 10th-12th grade wear either a black tuxedo or a black suit with white shirts, solid black ties, and dress shoes. Senior gentlemen may wear colored vests, shirts, and ties.

The cost of this event is under \$100 for each 10th-12th grade student.

Senior Trip - The Grand European Tour

The senior study abroad trip of Summit Christian Academy is a life-changing, educational, and enjoyable experience of the ideas and people that have plotted and piloted the tumultuous course of Western Civilization. After critically analyzing the ideas that have shaped their world, students travel to many of the sites of Western Civilization's most significant moments including parts of Italy, Germany, and France. Having studied the philosophies of the world and experiencing first-hand those ideas expressed in Europe, Summit students have a stronger, more personal understanding of their own biblical worldview and a greater appreciation for God's control over history and His creation. Upon return, seniors provide an audio/visual experience of the trip to the teachers, parents, and student body.

The cost of this event is approximately \$4,750. Senior class funds are used to defray a fraction of the trip expenses. Students may earn a half credit for International Studies Abroad.

Morning Breaks and Lunch Periods

Grammar School

A healthy snack should be brought for mid-morning. Examples are yogurt, applesauce, crackers, cheese, fresh fruit, dried fruit, granola bars, nuts, seeds, raw vegetables. A self-contained drink may be brought. Sodas or other carbonated beverages are not permitted for snack or lunch. Candy or gum must not be brought to school (exception: candy included in a Lunchable is allowed).

Students are to bring their own lunches to school each day. For safety and sanitation reasons, sharing food is not permitted. Parents should provide utensils such as spoons and forks for their child's lunch. Neither heating nor refrigeration is available for student use.

Upper School

Upper School students may bring or purchase snacks daily for the mid-morning break. Students may also purchase lunch daily by placing an order for a month at a time. Monthly menus and order forms are sent home in the manila envelope to help parents and students plan and purchase lunches.

1. Students are to eat in the established area or at the outdoor tables only. Students are not permitted to eat in the hall or classrooms unless a teacher has granted them permission for a specific purpose.
2. Lunchroom clean-up is accomplished by Ministry Teams on a rotating basis.
3. Parents bringing lunch: If parents are bringing lunch to their children, it must arrive promptly at the scheduled lunch time. Parents must sign in at the office and meet their child, who will wait for them in the cafeteria.
4. Students are to bring their own lunches to school each day unless they have ordered through the official catered lunch program. Balanced lunches are essential for children's best physical and mental health.
5. A microwave is available for Upper School students for heating meals brought from home. Refrigeration is not available to the students.
6. Seniors are permitted to leave campus during lunch when the schedule permits. To maintain this privilege, the following guidelines are in place:
 - a. The "Off Campus Lunch Permission" form must be on file granting permission for the student to leave campus.
 - b. Students may not transport other students without written parental consent (see transporting other students below).
 - c. Students must return to campus in time for any scheduled class, including Ministry Team, study hall and other electives, unless special permission has been granted.
 - d. Students must sign out and sign in at the front office.

Student Drivers

Driving to school is a privilege. For those students in the upper grades who drive themselves to school, the following procedures must be followed:

1. Vehicle Registration: Students who drive to school must register their vehicles with the office. The registration includes a parent authorization permitting students to drive to school and information about the automobile(s). Students will then receive a Summit magnetic decal which must be displayed on the rear of the vehicle any time the vehicle is parked at the school.
2. Parking: Seniors may park along the fenced side of the front lot. All other student vehicles are to be parked in the far lot. All vehicles must remain parked and locked all day. Students are not to return to their cars during the school day without permission.
3. Speed limit: A speed limit of 10 miles per hour must be observed everywhere on the campus. Drivers are to yield to pedestrians at all times.
4. Student drivers are to keep music to a low and courteous level when driving on campus.
5. Leaving school during the day: Students are not to leave the grounds without a valid reason AND permission from a parent. Such permission may be granted only with a note from a parent.
6. Transporting other students: By Virginia state law students may only transport one non- family member until they have held their license for one year. SCA requires written documentation to be on file giving permission from both the parents of the driver and the parents of the students who will be transported. The school must be notified of any instance in which one student will be transporting another.
7. Driving privileges may be revoked if misused or excessive tardiness (3 or more per semester) and/or absences occur.
8. Should the school have reasonable suspicion that illegal items or substances are in the vehicle, the school reserves the right to search the vehicle.

Inclement Weather

Please note: Summit closing decisions are made independently of other schools. We do not follow any public school system or other local Christian school.

In case of inclement weather, the following sources for school closing information may be used:

1. Watch Channel 3, 10, or 13 for Summit Christian Academy in their list of school closings or visit their websites.

2. You will receive a Parent Alert text message containing closing/delay information. Notifications are only made when the school is closed or closing.

When the weather is questionable, parents should look for closing information just before leaving for school to make sure they have the latest information. The final decision to close school rests with the Head of School. On rare occasions, the school may have to close after classes have begun because of the onset of severe weather such as heavy snowfall or impending ice storms. In such cases, parents will be notified by a Parent Alert voice message, e-mail and text message that school is closing and be asked to arrange for transportation to get their child home safely. **Students will not be released to anyone other than a parent unless formal notice (such as the “Authorization for Student Pick Up” list in FACTS) is made to the school from the parents.**

In the event additional instructional time needs to be added to the school calendar due to weather closings, several solutions may be considered to include extended days, use of holidays, or additional school days.

School Dismissal Procedures

During school dismissal, the following procedures are designed to enhance the order and safety of our students.

Grammar School

1. Parents should not enter the school building during dismissal. Parents who leave their vehicle to personally retrieve their child from school must do so **at least** 30 minutes before dismissal time.
2. Students are only released to individuals listed on the Authorized Pick-Up form or to those with the student’s Summit-issued carpool number tag. If other arrangements need to be made, please notify the office by phone or written note.
3. Parents are advised it is a state law that carpool numbers not be left hanging on their rear- view mirror once they leave school grounds.
4. For half-day K4 students and noon dismissal days, a \$5 per/15 min. charge will be assessed for students not picked up by 12:15 p.m.
5. For afternoon carpool, parents are asked to arrive at 2:55 p.m. or later (1:55 p.m. on Fridays) to avoid the line backing up onto Saunders Road. Carpool begins at 3:05 p.m. and ends at 3:20 p.m. (2:00-2:20 p.m. on Fridays).

6. Should parents have business to transact in the office, they should park and wait until the carpool line clears to avoid accidents.
7. **Please park in areas which will not hinder the flow of arriving and departing traffic.**

Upper School

1. Students are dismissed at 3:15 p.m. (Monday-Thursday) and 1:45 p.m. (Friday). Arrangements for transportation must be made by parents. Parents may call the office to inform students of changes to transportation arrangements.
2. School closes at 3:45 p.m. For safety and security, students must be picked up prior to the school closing. In the event of a scheduled after-school activity (e.g., theater arts practice, sports practice), the students will be supervised by a teacher, coach or previously arranged and approved adult chaperone.
3. While waiting for school dismissal, parents should not allow younger siblings to leave their vehicle unless accompanied by an adult. Students and other children should not be allowed to play unsupervised in the parking lot or on school grounds.
4. Students being picked up during school hours may only be released to someone listed on their “Authorization for Student Pick Up” form.
5. For security purposes, students may not leave the campus without parental permission and appropriate forms on file.

ELECTRONIC DEVICE AND INTERNET USE

The School Board and Administration of Summit Christian Academy (SCA) believes electronic devices and the Internet are useful educational resources for promoting the acquisition and exchange of information and ideas. We support access by students to information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Our school uses technology as one of many tools to add value to the instructional process. SCA uses computers and other digital devices to assist classroom instruction and to aid students in research and creating and/or presenting student work. Upper School students at Summit are permitted to use personal electronic devices as authorized by school policy.

SCA has computers and Chromebooks which may be used during classroom instruction at the Upper School. These devices will be used under the direction of the classroom teacher when appropriate. If available, computers and Chromebooks may be loaned to students for specific assignments if a device is needed and the student does not have a device at home.

Electronic Device Use

Rhetoric students (grades 10-12) may bring their own electronic device (computer, tablet, etc.) and will be issued an SCA email address for instructional use during the school year. This is referred to as the *BYOD – Bring Your Own Device* policy. Dialectic students (grades 7-9) may bring a device with the teacher’s written permission on an “as needed” basis for accomplishing specific projects. Devices may be made available to Grammar School students for specific class activities. Use of an electronic device is granted to students after an Electronic Device Use form is completed, submitted, and approved. Please note:

1. Personal electronic devices must be used expressly for instructional purposes. Students must not check email, access social media, or download/play games during instructional time. Any disruption of instruction, classroom routine, or classroom expectations will result in the loss of privileges. Devices may not be used during non-instructional times (break, lunch, etc.) without approval and supervision of a teacher.
2. Summit Christian Academy is not responsible for the maintenance, repair, loss or damage to personal electronic devices. Students are responsible for their devices at all times.
3. Summit Christian Academy does not allow audio or video recording anywhere on campus without prior approval.
4. Teachers may rescind permission to use a personal device as necessary within their individual classrooms.
5. At any point at which a teacher or other appointed authority determines the electronic device has been misused or is distracting from instruction, the said authority may confiscate or require the electronic device to be put away immediately.
6. The student and his/her family are responsible for the cost or replacement of an SCA issued device, should the device be damaged, regardless of who damaged it. Damage to internal or external components resulting from misuse is the responsibility of the student and his/her parents.

7. The Administration reserves the right to check personal electronic device history and SCA email records for reasons of safety and security of the student, for suspected cheating, or other inappropriate uses.
8. The administration reserves the right to amend any part of this policy as needed to maintain a safe environment for our students and staff members.
9. IT support will not be provided to students for their personal electronic devices.

While “smart phones” possess many of the functions of computers and tablets, the use of cell phones is limited to the requirements listed below. Any use of smart phones for instructional purposes will be determined by the classroom teacher.

Cell Phone Use

1. Upper School: Students may have access to cell phones during the morning break and lunch to make a quick contact to parents or their employer. The cell phone may only be used at the front desk under the supervision of a school official. Cell phones may not be used in the hallways or classrooms. The cell phone must be turned off and stowed out of sight when not in use. If students misuse the cell phone as delineated by policy, it will be confiscated and a \$25 fine assessed. The device will not be returned until the fine is paid. Three violations will result in the suspension of this privilege.
2. Grammar School: Grammar School students may not bring cell phones to school.

Internet Use

Since the Internet constitutes an unregulated, constantly changing collection of educational resources, it is not possible to predict or control exactly what resources students may locate. SCA makes no guarantees of the accuracy of the information or the appropriateness of materials a student may encounter. Student use of the Internet cannot always be monitored by faculty, staff, or administration.

1. All Internet resources must be used in a way that will honor and glorify God.
2. The student shall not transmit, access and/or download any text or photo, or engage in any online communication which includes material considered obscene, offensive, intimidating, libelous, indecent, vulgar, profane, or lewd or will cause the commission of unlawful acts or the

violation of school regulations. This includes accessing, viewing, transmitting, storing, or displaying pornography or “R” rated materials of any sort. If a user accidentally accesses material prohibited under this policy, he/she should immediately notify the teacher and system administrator to avoid any penalty or punishment. This policy applies equally to both SCA issued devices and personal electronic devices, regardless of whether internet access is through SCA’s network or other method (i.e., wireless carrier service, Wi-Fi hotspot, etc.).

3. All Internet use is to be restricted to education-related classroom and/or extracurricular related activities.
4. Students may only receive or send messages with teacher permission and approved platforms (such as SCA email, Google Drive, Edmodo, Moodle, Blackboard, etc.). Students are expressly forbidden to meet any person(s) with whom they communicate on the Internet. Exceptions to this would be school sponsored and arranged meetings, field trips, speakers, etc.
5. The student may not employ the network for personal or commercial purposes or gain.
6. The student shall not reveal personal information, photographs, videos, names, addresses, or telephone numbers of students, faculty, or staff. Users should be aware any message or information posted on the Internet might be accessed by others for whom it is not intended.
7. Teachers may regulate Internet, SCA email, and electronic device usage as necessary within their individual classrooms.
8. The student shall respect all copyright laws and license agreements. Copyrighted software, pictures, or music shall not be downloaded for any use that violates the copyrights of that material.
9. The student shall not do anything causing interference or disruption to network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, and using the network to make unauthorized entry to any other machine accessible via the network.

The student must provide the school administration with password access into his/her device when requested so the system administrator may access all files to determine if unauthorized use of the system or violations of this policy or the law have occurred. Users must understand communication over networks should not be considered private.

10. If the student violates the Internet use rules, he/she may lose the privilege to have electronic devices at SCA and may lose the privilege of using an SCA device if assigned. Said student is still responsible to complete all assigned work requiring an electric device or the Internet but will be required to provide their own device on their own time.

Violations of the above Electronic Device, SCA Email, and Internet Use policy shall result in forfeiture of some or all related privileges. Violators shall also be subject to appropriate disciplinary action.

Misuse Consequences

The following lists of consequences are provided to inform students and parents of the actions SCA administration will take to enforce the Electronic Device and Internet Use Policy in the event the policy is violated. Expectations for the responsible use of cell phones are delineated above.

First and Second Offense:

In the event a student is observed misusing a personal electronic device, an SCA issued device, or the Internet, the electronic device will be immediately confiscated and will be held by the SCA administration until the end of the school day. Notation will be made on the student's behavioral record.

Third Offense:

In the event a student is observed misusing a personal electronic device, an SCA issued device, or the Internet a third time, the parents will be required to come to school to pick up the device during normal school hours and a \$25 fee will be assessed to the student. This money will be applied toward the SCA student activities account. The electronic device will not be returned to the student. Notation will be made on the student's behavioral record and the student will not be able to bring an electronic device back to school.

Further offense:

These offenses are fundamentally an issue of respect. Students choosing to put their desires before those of the teacher or classmates are disrespectful to both the teacher and fellow students. Therefore, habitual offenders will be dealt with according to existing policies regarding disrespect and may lose the privilege of using any electronics at school, and may be eventually subject to suspension, or expulsion (See Code of Conduct).

DRESS CODE

Uniforms are worn by all students at Summit Christian Academy. Parents must be aware of the following uniform codes and violations.

Grammar School Uniform Code: Grades K4-6

Lands' End Preferred Grammar School Number: 900139387

Unless otherwise indicated by *, uniform items are purchased through Lands' End (www.landsend.com).

Daily Uniform	
<p style="text-align: center;">Girls</p> <p>Shirts (<i>Navy, Red, White</i>) Short or Long Sleeve Interlock Polo Short Sleeve Rapid Dry Polo</p> <p>Pants (<i>Khaki, Navy</i>) Plain Front Perfect Fit Iron Knee Blend Chino Pants Plain Front Blend Chino Shorts Elastic Waist Pull-On Chino Pants (<i>K4, K5 only</i>)</p> <p>*Belt (<i>black leather</i>) Required with pants for all grades except K4/K5</p> <p>Skorts (<i>Khaki, Navy</i>) Blend Chino Skort Top of Knee Solid Pleated Skort Top of Knee</p> <p>Dresses (<i>Navy, Red</i>) (navy or black shorts* are required underneath) Short or Long Sleeve Mesh Polo Dress</p> <p>Plaids (<i>Classic navy large plaid</i>) (navy or black shorts* are required underneath) <u>K4-2nd</u> Plaid Jumper <u>3rd-6th</u> Plaid Pleated Skirt (Below the Knee) Plaid Box Pleat Skirt (Top of Knee)</p> <p>*Socks/Tights (<i>Solid: Navy, black or white</i>) Socks must be no-show, ankle or knee-high No symbols or design</p> <p>*Shoes Fully enclosed athletic shoes required</p>	<p style="text-align: center;">Boys</p> <p>Shirts (<i>Navy, Red, White</i>) Short or Long Sleeve Interlock Polo Short Sleeve Rapid Dry Polo</p> <p>Pants (<i>Khaki, Navy</i>) Plain Front Iron Knee Blend Chino Pants Plain Front Blend Chino Shorts Elastic Waist Pull-On Chino Pants (<i>K4, K5 only</i>)</p> <p>*Belt (<i>black leather</i>) Required with pants for all grades except K4/K5</p> <p>*Socks (<i>Solid: Navy, black or white</i>) No symbols or design</p> <p>*Shoes Fully enclosed athletic shoes required</p>
<p>Optional Classroom Outerwear (All other outerwear must be removed after entering the school building. Logo is required on all items listed below.)</p>	
<p>Classic Navy School Uniform Kids Crew Sweatshirt Classic Navy School Uniform Lightweight Fleece Quarter-zip Pullover Classic Navy School Uniform Kids Midweight Fleece Jacket Classic Navy School Uniform Cotton Modal V-Neck Button-front Sweater Classic Navy School Uniform Cotton Modal Zip-front Sweater</p> <p>Please note: No hoodies or other athletic outerwear is allowed to be worn in the classroom except for designated Spirit Dress days (once a month).</p>	

Honors Dress Uniform (designated from Daily Uniform list) <i>(worn Wednesdays, on field trips and other special occasions)</i>	
Girls	Boys
<p>Shirt <i>(Red)</i> Short or Long Sleeve Interlock Polo or Short Sleeve Rapid Dry Polo</p> <p>Plaid <i>(Classic navy large plaid)</i> <i>(navy or black shorts* are required underneath)</i> <u>K4-2nd</u> Plaid Jumper <u>3rd-6th</u> Plaid Pleated Skirt (Below the Knee) or Plaid Box Pleat Skirt (Top of Knee)</p> <p>*Socks/Tights <i>(Solid: Navy, black or white)</i> Socks must be no-show, ankle or knee-high No symbols or design</p> <p>*Shoes Fully Enclosed Athletic Shoes Required</p>	<p>Shirts <i>(Red)</i> Short or Long Sleeve Interlock Polo or Short Sleeve Rapid Dry Polo</p> <p>Pants/Shorts <i>(Khaki)</i> Plain front Blend Chino Pants or Plain front Blend Chino Shorts or Elastic Waist Pull-On Chino Pants <i>(K4, K5 only)</i></p> <p>*Socks <i>(Solid: Navy, black or white)</i> No symbols or design</p> <p>*Belt <i>(black leather)</i> Not required for K4/K5</p> <p>*Shoes Fully Enclosed Athletic Shoes Required</p>

Additional Uniform Information (Grammar School)

- Fully enclosed athletic shoes are required (lights and wheels prohibited).
- Socks or tights must be worn with shoes at all times.
- Shorts are required to be worn under jumpers, dresses and skirts. These shorts may be purchased at any store and navy or black in color.
- All skirts, jumpers and dresses must be no shorter than 2” above the knee. Please check the length of skirts and jumpers carefully- children grow quickly! To check the length, have your daughter kneel and measure up from the floor. The skirt should be less than 3” from the floor.
- Shirts must be long enough to remain tucked in at all times. It is recommended that uniform polos hang dry to prevent shrinkage in length.
- T-shirts/undergarments must be plain white and may not extend beyond the length of the sleeves of the uniform shirt.
- Hair accessories should be simple and follow uniform colors (navy, red, white).
- Jewelry should be simple and not distracting.
- Uniform pieces may be mixed and matched except on Honors Dress days.

- Only the Optional Classroom Outerwear from Lands' End may be worn inside school buildings. All other outerwear must be removed.
- No hats may be worn inside school buildings.
- Uniform items should be free of rips/tears and neat in appearance (without excessive wrinkling).
- Parents should label all uniform and non-uniform clothing items with their student's name or initials.

Uniform Violations (Grammar School)

School uniforms are an essential component of the educational atmosphere created by Summit. The uniform policy is enforced beginning on the first day of school. Should a uniform violation occur, a violation form will be issued by the teacher or administrator and sent home in the student's spiral homework assignment book. The parent should sign the form and return it to the office the next day. A third violation will result in a call home requiring the parent to bring the proper article of clothing to school. To avoid inconvenience, please verify your child is wearing appropriate uniform dress each day.

The Principal will make the final decision regarding the acceptability of all uniforms.

Guidelines for Attire at Special Grammar Events/Days

Spirit Dress Days:

Once a month, students will be given the privilege of a spirit dress day when students may wear Summit spirit wear and jeans. Jeans should be blue or black denim and free of rips/tears and neat in appearance. Students may also wear full- or capri-length jeans or denim shorts that are fingertip length or longer. Parents will be asked to bring appropriate clothing if shorts are too short. In addition, student may wear Summit hoodies or other athletic outerwear on Spirit Dress days.

Chapel T-shirt Days:

Once a month, Grammar School students have the opportunity to wear a chapel-themed t-shirt (if purchased by the parent). The dates are published in the weekly Eagle Eye Newsletter and classroom newsletters. On the designated day of the month, students may wear the chapel t-shirt with any khaki or navy uniform bottom (pants or shorts for boys, pants, shorts or skirts for girls). The plaids worn by girls on Honors Dress days are not allowed to be worn with the chapel t-shirt. Students who do not have a chapel t-shirt or choose not to wear it on the designated day should wear Honors Dress.

Dress Up Days:

For some occasions, such as the Christmas program and 6th grade graduation, students will be asked to dress up. The appropriate clothing for these events is:

Gentlemen: Slacks with belt, button-down dress shirt, and tie. Dark dress shoes are encouraged.

Ladies: Dress, coordinating skirt and blouse, or classy pantsuit. As always, modesty is the guide. No sleeveless or spaghetti strapped tops unless a sweater or jacket is worn as well. Skirts must be no shorter than 2” above the knee. Dress shoes are encouraged. Heels should be no more than 2” high.

Field Day:

Pants/shorts should be free of rips/tears and neat in appearance. Students may wear full- or capri-length jeans or pants or shorts that are fingertip length or longer. Parents will be asked to bring appropriate clothing if shorts are too short.

Students are encouraged to wear a Summit T-shirt. If not, shirts should be plain with no logos or pictures. Stripes and other material variations are acceptable without embellishments. Shirts must have short or long sleeves and provide full coverage. No sleeveless, spaghetti strapped, or midriff shirts.

Fully enclosed athletic shoes are required.

Upper School Uniform Code: Grades 7-12

Lands' End Preferred Upper School Number: 900044363

Unless otherwise indicated by *, uniform items must be purchased through Lands' End (www.landsend.com).

Daily Uniform	
<p style="text-align: center;">Ladies</p> <p>Shirts (<i>navy, maize, cobalt, white</i>) Short Sleeve Interlock Polo Short Sleeve Feminine Fit Interlock Polo Short Sleeve Rapid Dry Polo School Uniform Long Sleeve Oxford Shirt (white only, must be worn with full Honors Dress uniform)</p> <p>Pants (<i>Khaki, Navy</i>) Plain Front Blend Chino Shorts Plain Front Perfect Fit Iron Knee Blend Chino Pants Plain Front Stretch Chino Pants</p> <p>*Belt (<i>black leather</i>) Worn with all pants</p> <p>Skirts (No more than 2" above knee) School Uniform Plaid Box Pleat Skirt (Classic Navy Plaid) School Uniform Plaid Pleated Skirt (Classic Navy Plaid) School Uniform Solid Box Pleat Skirt (khaki, navy) School Uniform Solid Pleated Skirt (khaki, navy)</p> <p>*Socks/Tights (no symbols or design) TIGHTS: solid navy, black, flesh-tone SOCKS: solid navy, black, white Socks must be no-show, ankle or knee-high</p> <p>*Shoes Fully enclosed shoes Boots are not permitted</p>	<p style="text-align: center;">Gentlemen</p> <p>Shirts (<i>navy, maize, cobalt, white</i>) Short Sleeve Interlock Polo Short Sleeve Rapid Dry Polo School Uniform Long Sleeve Oxford Shirt (white only, must be worn with full Honors Dress uniform)</p> <p>Pants (<i>Khaki, Navy</i>) Plain Front Cotton Chino Shorts Plain Front Blend Chino Shorts Plain Front Blend Chino Pants Plain Front Stain Resist Chino Pants</p> <p>*Belt (<i>black leather</i>) Worn with all pants</p> <p>*Socks (No symbols or design) Solid: Navy, black or white</p> <p>*Shoes Fully enclosed shoes Boots are not permitted</p>
Optional Classroom Outerwear (All other outerwear must be removed after entering the school building. Logo is required on all items listed below.)	
<p>Classic Navy School Uniform Crew Sweatshirt Classic Navy School Uniform Kids Midweight Fleece Jacket Classic Navy School Uniform Cotton Modal V-Neck Sweater Vest Classic Navy School Uniform Cotton Modal V-Neck Sweater *Letterman Jacket/Sweater (purchased through Summit)</p> <p>Please note: No hoodies or other athletic outerwear is allowed to be worn in the classroom except for designated Spirit Dress days.</p>	

Honors Dress Uniform <i>(worn on Fridays and other designated times)</i>	
Ladies	Gentlemen
<p>Shirt School Uniform Long Sleeve Oxford Shirt (white)</p> <p>Skirts (No more than 2" above knee) School Uniform Plaid Box Pleat Skirt (Classic Navy Plaid) School Uniform Plaid Pleated Skirt (Classic Navy Plaid)</p> <p>*Tie Classic Navy Plaid Cross Tie (purchased from Summit)</p> <p>Outerwear <u>Dialectic (7th-9th)</u> (either) Classic Navy Cotton Modal V-Neck Sweater Vest Classic Navy Cotton Modal V-Neck Sweater</p> <p><u>Rhetoric (10th-12th)</u> School Uniform Hopsack Blazer (navy) Classic Navy Cotton Modal V-Neck Sweater Vest (optional)</p> <p>*Socks/Tights (no symbols or design) TIGHTS: solid navy, black, flesh-tone SOCKS: solid navy, black, white Socks must be no-show, ankle or knee-high</p> <p>*Shoes Solid black fully enclosed dress shoe Flat or low-heeled dress shoes (3" or less) Athletic shoes and boots are not permitted</p>	<p>Shirt School Uniform Long Sleeve Oxford Shirt (white)</p> <p>Pants Plain Front Blend Chino Pants (khaki) Plain Front Stain Resist Chino Pants (khaki)</p> <p>*Belt (black leather) Worn with all pants</p> <p>Tie School Uniform Plaid Tie (classic navy plaid)</p> <p>Outerwear <u>Dialectic (7th-9th)</u> (either) Classic Navy Cotton Modal V-Neck Sweater Vest Classic Navy Cotton Modal V-Neck Sweater</p> <p><u>Rhetoric (10th-12th)</u> School Uniform Hopsack Blazer (navy) School Uniform Tailored Fit Hopsack Blazer (navy) Classic Navy Cotton Modal V-Neck Sweater Vest (optional)</p> <p>*Socks (No symbols or design) Solid: Navy, black or white</p> <p>*Shoes Solid black fully enclosed dress shoe Athletic shoes and boots are not permitted</p>
Physical Education Class Uniform	
Ladies	Gentlemen
<p>Athletic Shorts dark navy (finger-tip length or longer)</p> <p>Basic T-shirt Feminine Fit, racing yellow</p> <p>Socks/Shoes *white socks, *athletic shoes</p> <p><u>Optional:</u> (to be worn outdoors if weather is cool) Athletic Jacket and Pants dark navy w/white stripe</p>	<p>Athletic Shorts dark navy (finger-tip length or longer)</p> <p>Basic T-shirt Racing yellow</p> <p>Socks/Shoes *white socks, *athletic shoes</p> <p><u>Optional:</u> (to be worn outdoors if weather is cool) Athletic Jacket and Pants dark navy w/white stripe</p>

Additional Uniform Information

- Honors Dress is required on Friday though it can also be worn throughout the week. Unless otherwise stated, it is also required for most field trips, classroom presentations, and other special occasions. Clothing items listed in the “Daily Uniform” column may be mixed and matched but the Honors Dress uniform is to be worn as a complete ensemble.
- Shirts must always be long enough to stay tucked in.
- Uniform polos must be worn under outerwear, with the exception of Honors Dress when the white oxford is required.
- T-shirts/undergarments must be plain white and may not extend beyond the length of the sleeves or bottom of the uniform shirt.
- Only approved uniform sweaters and jackets may be worn in class. All others must be removed after entering the building at the start of the day and remain off throughout the day.
- Summit hoodies are only allowed on Spirit Dress Days. No hats may be worn in the building at any time.
- Clothing with holes, tears, or unfinished hems may not be worn to school (even if patched.)
- Please check the length of skirts/shorts carefully - children grow quickly! They are to be no shorter than 2” above the knee. To check the length, have your daughter kneel and measure up from the floor. The skirt should be less than the 3” from the floor.
- Parents should label all uniform items with their student’s name or initials.

Spirit Dress Days

On occasion students will be given the privilege of a spirit dress day where students may wear Summit spirit wear and jeans. To maintain this privilege, students must treat the opportunity with wisdom and discernment.

Jeans should be blue or black denim and free of rips/tears and neat in appearance. Students may wear full- or capri-length jeans or denim shorts that are fingertip length or longer. Parents will be asked to bring alternate clothing if shorts are too short.

Students are allowed to wear a Summit short-sleeve or long-sleeve shirt or hoodie. Shirts must provide full coverage. Additional Uniform Information (Upper School)

Uniform Violations (Upper School)

School uniforms are an essential component of the educational atmosphere created by Summit. The uniform policy is enforced beginning on the first day of school. Students who enroll during the school year have thirty days in which to obtain the correct articles of clothing before violations are recorded. If a student is out of uniform, an incident report is issued, the office records the incident, and an e-mail is sent to parents. After the third uniform violation, parents are called and asked to bring the proper uniform items to school that day. Students will remain in “in-school suspension” until proper attire arrives. If the student continues to come to school out of uniform, each following occurrence is considered an act of disrespect to authority and subject to a visit to the office and possible suspension. Any student who receives more than 3 uniform violations will lose any ‘Spirit Dress Day’ privileges for the remainder of the semester.

All non-uniform outerwear must be removed upon entering the building at the start of the school day and remain off until the close of the school day. (Exceptions may be made when temperatures drop below 40° for passage to modular classrooms).

The Administration will make the final decision regarding the acceptability of all uniforms.

Additional Uniform Guidelines (Both Campuses)

Summit requires all students to demonstrate neat (i.e., clean and no rips, tears, or stains) and modest dress as well as good hygiene and grooming at all school functions, including all after-school activities and school trips. Clothing must not fit too tightly or be revealing. Make-up and/or jewelry should not be excessive. Students may not wear any jewelry that may harm themselves or others. The uniform policy limits certain fashion practices:

1. Hair: only natural coloring is accepted; no unnatural colors. Hair must be groomed neatly and conventionally with no outlandish styles (i.e., mohawks, man-buns, etc.) Hairstyles should be chosen to ensure eyes are not covered and a neat and unobscured appearance around the face is maintained. In addition, a boy’s hair should be cut to fall above the collar and above the bottom of the ear. Boys may not wear hats, sweat bands, or other items on their heads. Girls may wear ponytails and headbands that are appropriate. Young men with facial hair must keep it neat and trimmed. The Administration reserves the right to make other recommendations.

2. Ear & body piercing:
 - a. Girls may wear two standard lobe earrings in each ear. No other forms of body piercing, including gauge piercings, are permitted.
 - b. Boys may not wear any piercing at school or during a school event.
3. Tattoos: students are not permitted to have visible tattoos, whether permanent or temporary. If a student already has a tattoo, it must not be visible while they are at the school or while they are representing the school at school activities. Drawing on oneself is considered equal to a temporary tattoo and therefore, not permitted.
4. Personal grooming is to be limited to the school bathroom or at home.

MEDICAL INFORMATION

Illness Attendance Policy (Also included under Attendance policies)

Students who have a fever (100.0° or above), diarrhea, or vomiting should not be sent to school. These students must be symptom free without medication for 24 hours before returning to school. Students brought back before the 24-hour period risk infecting other students and staff. Students who come down with illnesses at school will be sent to the office. The administrator or school office personnel will evaluate medical conditions and symptoms. If it is deemed necessary by office personnel, parents will be called to come and take the student home. Parents, or another authorized individual, must pick up the student within one hour of being contacted by the school office. If a student is sent home during the school day because they developed fever, diarrhea, or vomiting symptoms, the student may not return to school the next day.

Contagious illnesses can be present without the symptoms of fever, diarrhea, or vomiting. Because of this, the Administration reserves the right to send students home if other symptoms greatly impact the student's ability to participate in the day's learning activities or if they become a significant disruption to the class. This decision will be made conservatively, understanding the potential hardship it creates for families. The health of the student, the class, and Summit staff members must be considered in these decisions.

Medication Policy

Students are encouraged to take medication at home rather than during school hours whenever possible. We recognize this is not always feasible, however, and will administer medications as

needed. Parents must complete the *Parent's Request for Administration of Medication* form for ANY medicine to be administered during school hours.

Prescription Medication

All prescription medications require a doctor's signature or a written prescription containing a doctor's signature attached to the medical form. Medicine must be brought to the school office by the parent (not the student) **in its pharmacy-labeled bottle and contain the indicated quantity of medication.** Any change in the time or dosage of a prescription medication must be verified by the physician in writing. Additionally, our staff is **required by law** to administer medication according to the instructions on the label.

If a student is prescribed an Epi-pen or inhaler, the school requires the parent to provide the medication to the school.

Non-prescription Medication

Non-prescription medication requires the parent's signature only. Medicine must be brought to the school office by the parent (not the student) **in its original, sealed bottle/box containing the dosage information. Please label the bottle/box with your child's name.** Additionally, our staff is **required by law** to administer medication according to the instructions on the label.

Parents are requested to list all medication prescribed for their child(ren) in the medication section of FACTS during online enrollment/re-enrollment, including medication taken regularly at home.

Immunizations

Parents are advised their child's school records, by law, must include documentation verifying their child is current on all required immunizations before the first day of every school year. Students entering K4, K5, 7th, and 12th grade have specific requirements. Any immunization update documentation must be provided for the student's file.

Medical Emergency Procedure

Student medical information should be completed/updated during the enrollment or re-enrollment process. It is the parent's responsibility to ensure this information is current and accurate, and parents can update this information at any time in the FACTS Family Portal. In the event of an emergency, serious illness, or injury, this information will be used as needed, and parents will be contacted as soon as possible using all methods of communication provided to the school.

Limitations on Physical Education Participation

Physical training is an important part of a student's overall education. Summit provides PE courses to students with this in mind. In light of different preferences, some students are hesitant to participate in PE and look for opportunities to avoid this requirement. To provide clear guidelines for these students, participation is required unless a doctor's note providing medical exemption is provided. The PE teacher is aware of all medical considerations provided to the school by parents (i.e., asthma, allergies, etc.) and will be conservative in accounting for these circumstances. If a student has an injury that recently occurred at home, and a doctor's visit is not reasonable, a written note from the parent informing the teacher of the injury will be considered. The PE teacher will confer with the classroom teacher, consider observations, and adjust activities per his/her discretion.

Policy on Current or Prospective Students Diagnosed with Infectious Diseases

The policies below apply to students known to be infected with HTLV-III/LAV or testing positive for the presence of antibodies to the AIDS virus. Similarly, these policies apply to students infected with other public health office reportable diseases including, but not limited to, Tuberculosis, Meningitis, Hepatitis B, or sexually transmitted diseases. These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control.

Since God deals with each of us individually (e.g., I Cor. 15:10), every admitting case will be evaluated on an individual basis. The decision concerning admittance or continuing enrollment of an infected student will be based upon evaluation of contagion, behavior, neurological development, and the physical condition of the student.

A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed of at least the student's physician, a public health expert or consultant chosen by the school Administration, the school Head of School, and, if appropriate, the student's pastor. If the screening committee reaches no agreement, the matter will be referred to the School Board for consideration and a decision after consultation with appropriate medical experts and the child's parents. The parents of the student who has been permitted to attend school are responsible for securing quarterly medical examinations (or more frequent examinations as determined by the school Administration) assessing any change in their child's condition that might affect contagion.

Communicable Childhood Diseases

A student with any of the following diseases **must have written consent** from either a physician or the Health Department to return to school or be subject to school office approval for re-admittance: **pneumonia, chicken pox, measles, mumps, whooping cough, pinworms, scabies, ringworm, impetigo, or pink eye.** Students with head lice must be treated and free of nits before returning to school. A school staff member may perform a head check.

Concussion Protocols / Return to Sport (RTS) Protocol

In the event of a suspected or diagnosed concussion to a student athlete, the following benchmarks will be used to return an athlete to competition. The Coach and/or Athletic Director will coordinate this progression and RTS with the athlete's parent.

Stage	Aim	Activity	Goal
1	Symptom-limited Activity	Daily activities that do not provoke symptoms	Gradual reintroduction of school/work related activities
2	Light aerobic exercise	Walking at a slow to medium pace. Standing for portions of practice.	Increase heart rate
3	Sport-specific exercise	Jogging and skill related activities (catching, throwing, kicking, swinging) at a slow to medium pace.	Add movement
4	Non-contact training drills	Running and full speed skill related drills	Exercise, coordination, and increased thinking
5	Full contact practice	Participate fully in a practice	Restore confidence and assess functional skills by coaching staff
6	Full return to sport	No activity restrictions	Fully resume all team related activities

NOTE: An initial period of 24–48 hours of both relative physical rest and cognitive rest is recommended before beginning the RTS progression.

There should be at least 24 hours (or longer) for each step of the progression. If any symptoms worsen during exercise, the athlete should go back to the previous step. Resistance training should be added only in the later stages (stage 3 or 4 at the earliest). If symptoms are persistent (i.e., more than 10–14 days in adults or more than 1 month in children), the athlete should be referred to a healthcare professional who is an expert in the management of concussion.

Concussion Facts

Short Term Side Effects

Headache

Dazed and stunned Confused

Balance problems (moves clumsily) Sensitivity to light

Sensitivity to noise Double or blurry vision

Concentration or memory problems Behavior and personality changes Nausea or vomiting

Loss of consciousness

Please note: Not all symptoms must be present for the athlete to have sustained a concussion. If any of these symptoms worsen following the injury, it is advised you seek further medical evaluation.

Long Term Side Effects

Chronic headaches Sleep difficulties

Impaired sensation (touch, taste, smell, etc.)

Language impairment (communication, expression, and understanding) Anxiety

Depression Personality changes Aggression

Repeated concussions can lead to long-term memory loss, psychiatric disorders, and other neurologic problems. If you have had a number of concussions, your physician likely will advise you to avoid the activities that may put you at risk for future head injuries and to discontinue contact sports.

CODE OF CONDUCT

Summit Christian Academy believes in the priority of the family as instituted by God. No other institution is given the high calling of raising and nurturing children. “Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4). Our school desires to partner with parents, training students here as we anticipate Christian parents are also doing at home.

Obedience to Authority

Students are expected to obey their authorities. School authorities may need to deal with situations not explicitly described in this policy manual when students behave inappropriately.

Discipline Policy

God's grace, not legalism, is the hallmark of the discipline policy of Summit Christian Academy. Justice is balanced by love, patience, and forgiveness. Discipline is based on the biblical principles of restitution, apologies (public and private), swift/painful/appropriate punishment, restoration of fellowship, and the absence of lingering attitudes.

Classroom teachers bear the initial responsibility of discipline with the goal of developing Godly character and principles in the life of each student. Teachers inform parents of the incident when necessary. If the student does not respond to the discipline by the teacher, the Principal and/or Head of School will become involved in the process.

Expected Conduct

1. For Summit Christian Academy to provide an orderly, disciplined, and wholesome environment to all of our students, we must establish a particular code of conduct. Our standards are not intended to usurp parental training but serve to reinforce and emphasize Godly training in the home.
2. Students must conduct themselves in a manner that exemplifies Matthew 22:36-40:
“ ‘Teacher, which is the greatest commandment in the Law?’ Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”
 - a. Students are expected to show love for the Lord their God with all their hearts, souls, minds, and strength at all times in ways such as, but not limited to, the following:
 - 1) honoring authority (Romans 13:1),
 - 2) listening to and obeying instructions (Proverbs 19:20), and
 - 3) being wise stewards of the time God has entrusted to them. Students must be prepared for each class and turn in all assignments on time, done neatly and completely (Colossians 3:23).

- b. Students are expected to show love for their neighbor as themselves by:
 - 1) treating one another with kindness and respect in action, speech, and attitude (Ephesians 4:29, Proverbs 10:19) and
 - 2) maintaining a neat, orderly, and structured environment conducive to other's learning (1 Corinthians 10:23-24).

Methods of Discipline

1. The classroom teacher is responsible for ensuring that students behave as expected. In enforcing the standards, a classroom teacher may use the following means of discipline when appropriate:
 - a. **Verbal discipline:** admonition, correction, warnings, questioning, and rebukes.
 - b. **Written discipline:** incident report (Upper School) or note in student's homework agenda (Grammar School) sent home requiring a parent's signature.
 - c. **Denial of privileges:** various privileges will be taken away from the student.
 - d. **Removal from class:** the student will be sent out of the classroom or otherwise removed from the rest of the class. This is especially appropriate for students who are seeking to gain attention through misbehavior or having trouble controlling their emotions.
 - e. **Restitution:** this is to be used in cases of theft, destruction of property, or wasteful and distracted use of time, following appropriate biblical guidelines for restitution.
 - f. **Appropriate consequences:** the student will be given appropriate consequences for a given infraction (e.g., cleaning floors for leaving trash on the floor).
 - g. **Silent Lunch:** students assigned to an adult-supervised room during the lunch period.
 - h. **After-school Detention** (Upper School only): After-school detentions are "service oriented" which may include routine janitorial details. Detention is supervised by the Principal or a PCC facilities staff member.
2. In applying any of these methods, the teacher is expected to remind students being caught in disobedience and subject to discipline is a

manifestation of God's grace toward them. The teacher will also be in contact with the parents regarding the discipline issued.

- a. In the event none of the methods available are effective, a teacher shall take the offending student to the Principal's office. Six basic behaviors automatically necessitate discipline from the Principal (in addition to the teacher): Disrespect toward any staff member or volunteer (such as being argumentative, using a mocking tone of voice or body language, ignoring an adult's direction, etc.)
 - b. Dishonesty in any situation while at school, including lying, cheating, and stealing.
 - c. Rebellion or outright disobedience in response to instructions.
 - d. Physically fighting or striking in anger with the intention to harm another.
 - e. Obscene or suggestive behavior, sexual impurity, lewd or vulgar language, taking the name of the Lord in vain.
 - f. Bullying (see "Bullying" section below).
3. If, for any reason, a student receives discipline from the Administration, the following system of accountability will be observed within the school year:
- a. **Grammar School 1st and 2nd times:** The first two times a student is sent to the Principal for discipline, the student's parents will be contacted and given the details of the incident. The Principal will make a note of each occasion when the parents are contacted after an office visit and enter that record in the student's file. The parents' assistance and support in averting further problems will be sought.
 - b. **Upper School 1st and 2nd time:** The first two times a student is sent to the Principal or Head of School for discipline, a loss of privilege, work detail, detention, suspension or physical exercise assignment will be given. The parents will be notified and will be given the details of both the offense and the discipline given. The parents' assistance and support in averting further problems will be sought. Notation will be recorded in the student electronic file.
 - c. **3rd time (Both campuses):** Parents are contacted and a conference is scheduled with the Principal or Head of School, parents, and student. A suspension may be imposed.
 - d. **4th time (Both campuses):** Parents are contacted and a conference is scheduled with the Principal or Head of School, parents, and student. A

suspension will be imposed. The parents, student, and Principal/Head of School meet to review the situation and discuss the length of the suspension. However, the Administration reserves the right to initiate an immediate in-house suspension depending on the nature of the offense. The Administration will determine the most effective form of suspension. The student is responsible for all academic work missed during a suspension.

- 1) **In-school suspension:** The student will be in an isolated area and not permitted to communicate with other students during the school day. The student is required to do schoolwork during the entire school day. The student receives one lunch break and two bathroom breaks but must obtain permission to do so. Students will receive credit for completed schoolwork. The student is not to participate in extracurricular school events during the day of the suspension.
 - 2) **Out-of-school suspension:** the student is not to be on school grounds, participate in any school extracurricular events, or communicate with other students during the school day(s) of the suspension. Parents should make arrangements to obtain their student's academic assignments. The student is responsible for all academic work missed during a suspension (see "Missed Assignments Due to Unplanned Absences" for guidance).
- e. **5th time:** if an additional office visit is required, a determination is made whether the student is a good fit for Summit. The student may be expelled from school.
- f. In the event none of the methods available to either the teacher or Principal are effective in correcting the student's grievous behavior or attitude, the Principal may recommend in writing to the Head of School and School Board that the student be expelled from Summit Christian Academy. The School Board shall vote on the expulsion recommendation within a goal of seven days; a majority of the full Board is required for expulsion. Recognizing the nature of certain grievous behaviors, the Administration reserves the right to implement an indefinite home suspension to allow the School Board time to consider expulsion of a student. An expelled student is not permitted to be on school premises or attend school events, unless granted special permission by the Administration. Local authorities will arrest expelled students that come on the school premises or attend school events without special permission.

4. **If a student commits an act with such serious consequences that the Head of School deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts threatening or endangering the lives of other students or staff members, vandalism of school property, violations of civil law, or any act in clear contradiction to scriptural commands. Students may be subject to school discipline for serious misconduct that occurs after school hours.**
5. At the discretion of the Head of School, a student may be re-enrolled on behavioral probation or refused re-enrollment for the following school year. Such refusal to re-enroll is not considered a direct disciplinary act requiring prior accumulated office visits. Refusal to re-enroll is not the equivalent of suspension or expulsion.
6. Should an expelled student or student refused re-enrollment desire to be readmitted to Summit Christian Academy at a later date, the School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.
7. If parents want to appeal a particular disciplinary action taken toward their child, they should request a conference with the Principal and teacher involved in the action. This request will be honored at the earliest possible date. If this meeting fails to resolve the complaint, parents may then request a meeting with the Head of School. **The Head of School will have the final authority on disciplinary action not resulting in expulsion.**
8. To be truly effective, school discipline must be a cooperative endeavor between home and school. If a child goes home complaining about a school policy or disciplinary procedure, the following steps may prove helpful in minimizing misunderstanding between parents and school staff:
 - a. Parents should give the school faculty and staff the benefit of the doubt.
 - b. Parents should realize emotional bias may influence their child's reporting, and their child may not include all relevant information.
 - c. Parents should remember the rules have been created and put in place for the safety of all, and the school staff attempts to enforce rules without partiality.
 - d. If questions remain, parents should contact the teacher involved.
 - e. If questions continue to persist, parents should then contact the Principal.

Attendance at Summit Christian Academy is contractual and a privilege. Any student whose conduct or attitude in or out of school shows him or her to be in opposition to the basic principles and purposes of the school or who maliciously destroys school property will be dismissed or asked to withdraw from school.

At the beginning of each school year, or at the time of enrollment, Upper School students will be asked to sign to the following statement: *“As a student of Summit Christian Academy, I agree to follow all academic and behavioral guidelines as outlined in the Parent/Student Handbook. I agree to show respect for authority by my behavior, attitude and speech, to walk in moral purity in word and action, to not lie, steal, or cheat, or tolerate those who do, to not bully others, and to abstain from alcohol, drugs, tobacco, and other substances of abuse both on and off campus. I agree to walk in forgiveness and encourage my classmates to reach their highest possible level of scholarship and discipleship.”* Students will be fully expected to uphold these standards to remain in good standing at Summit.

Social Network Policy

If Summit Christian Academy is “liked,” listed under education, or referred to in status posts on Facebook or other social networks, inappropriate comments will be disciplined by the school according to established disciplinary policies.

General School Reminders

1. Search and seizure: lockers, locker contents, back packs, book bags, cell phones, and purses are subject to search at any time should any reasonable suspicion arise that a student or students have contraband items or substances or are engaging in any illegal or harmful activity. Lockers are the property of the school and may be checked or searched without warning at any time.
2. The following items are not allowed on campus: anything illegal for a minor to possess, guns or knives (real or replica), fireworks, inappropriate magazines or literature, and laser pointers.
3. Toys and collections must remain at home. These items will be confiscated and held by the Administration until parents pick them up.
4. Chewing gum is not allowed on the Upper or Grammar School campus at any time.
5. Personal electronic devices (computer, tablet, etc.) may be used in accordance with the Electronic Device Usage Policy above. Devices may not be used during non- instructional times (break, lunch, etc.) without approval and supervision of a teacher. Other electronic devices

(such as iPods, MP3 players, headphones, ear buds, video games, cameras, etc.) are not allowed at school during school hours without Administration approval. Smart watches are strongly discouraged for Grammar School students. Electronic devices of any kind should not be brought to the Grammar School or Before/After Care at any time. These items will be confiscated and held by the Administration until parents pick them up.

6. Cell Phone Use

- a. Upper School: Students may have access to cell phones during the morning break and lunch to make a quick contact to parents or their employer. The cell phone may only be used at the front desk under the supervision of a school official. Cell phones may not be used in the hallways or classrooms. The cell phone must be turned off and stowed out of sight when not in use. If students misuse the cell phone as delineated by policy, it will be confiscated and a \$25 fine assessed. The device will not be returned until the fine is paid. Three violations will result in the suspension of this privilege.
- b. Grammar School: Grammar School students may not bring cell phones to school.

7. PCC Computers: At no time are students to use Peninsula Community Chapel computers.

8. Students are expected to be aware of and avoid off-limit areas of the building and grounds. Our campuses are closed. Therefore, students will not leave the buildings/grounds until they have completed their classes for the day unless given specific permission.

9. Students wishing to invite any visitors to campus during school hours must seek prior approval from the school Administration.

10. Students are expected to treat all school materials and facilities with respect and care, including all textbooks distributed to the students. Students are charged for lost or damaged textbooks. Any student who damages school or church property, whether intentionally or unintentionally, must repair or replace the damaged property. Upper School students are expected to participate in scheduled cleaning of the building.

11. The school telephone is available to students for important phone calls during the day with the permission of a staff member.

12. We desire students form godly friendships and a sense of camaraderie with classmates. Students are to refrain from public displays of affection (PDAs) such as, but not limited to, handholding, kissing, and hugging during school hours or at school-related events.
13. Grammar School students may bring water only (no mix-ins or flavorings permitted) in a closed container into the classroom. Upper School students may bring drinks (excluding energy drinks or other products with supplemental levels of caffeine or similar substances) in a closed container into the classroom. Students may eat food only in the designated areas and at designated times. Food must remain out of the hallways and/or classrooms unless special permission is granted.
14. Students must keep the facilities neat and tidy, including backpacks, gym clothing, and other personal materials.
15. Students are responsible for their personal property. The school is not responsible for any personal property lost, stolen, or misplaced.

Drug Screening

Should the school have reasonable suspicion a student is using illegal drugs, the school has the right to require the performance of a drug screening. Failure to comply may result in expulsion.

Drug Use

The use, possession, distribution, or being under the influence of alcohol or any other drug (illicit, intentional misuse of prescribed or over-the-counter medication, or any other substance used for intoxication) is strictly forbidden. The possession of items commonly used as drug paraphernalia (pipes, rolling papers, etc.) is also prohibited. The following procedures will apply to violations of these standards of conduct at school or at any school sponsored event. (Also see Sportsmanship Code in the *Athletic Handbook*.)

1. **First time Offense:** Student will be suspended for at least 2 days. During the suspension period the student will need to be professionally drug tested and arrange for professional counseling. Law enforcement officials will also be notified when applicable.
2. **Second Offense:** One-week suspension followed by mandatory monthly drug testing for the remainder of the school year. Law enforcement officials will again be notified. (The drug testing could be extended if the Head of School deems it necessary.)

3. **Third Offense:** Summit Christian Academy will notify law enforcement and the student will be expelled.

Again, God's grace, not legalism, is the hallmark of the discipline policy of Summit Christian Academy. Justice is balanced by love, patience, and forgiveness. Discipline is based on the biblical principles of restitution, apologies (public and private), swift/painful/appropriate punishment, restoration of fellowship, and the absence of lingering attitudes. However, matters involving illegality require us to inform law enforcement.

Sexual Harassment and Abuse

Summit Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take decisive action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the work or educational setting.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, electronic, or physical expressions which are sexual in nature. Conduct that violates this policy includes the following non-exhaustive list:

1. Unwanted sexual advances or propositions.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, innuendos, cartoons, or posters.
4. Verbal conduct such as derogatory comments, epithets, slurs, and jokes.
5. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
6. Physical conduct such as touching, assaulting, impeding, or blocking movements.
7. Any similar behaviors as noted above sent by an electronic device.

Examples of Other Forms of Harassment

Harassment, other than sexual harassment, is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of race, color, religion, national origin, ethnicity, sex or gender, disability, veteran status, pregnancy, or any other characteristic protected by applicable federal, state, or local law when such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment.

What to Do if You Experience or Observe Harassment

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a school official.

Students who observe conduct of a sexually or any other harassing nature must report the matter to a school official. All complaints will be promptly investigated. Students may be suspended or expelled for sexual harassment.

SCA prohibits any form of retaliation against a student for opposing harassment or discrimination, reporting a complaint under this policy, or for assisting in the investigation of a complaint. Students must feel free to report violations of this policy to a school official without fear of reprisal. If you believe that you have been retaliated against in violation of this policy, report this to a school official.

Any employee or student who is determined, after an investigation, to have engaged in conduct in violation of this No Retaliation policy will be subject to disciplinary action, up to and including termination for an employee or suspension or expulsion for a student, depending on the particular circumstances involved.

Bullying

The National School Safety Center defines bullying as “any hurtful or aggressive act toward an individual or a group that is intentional and repeated.” Bullying is contrary to the mission and goals of Summit Christian Academy and will not be tolerated. Students who feel they are experiencing verbal, cyber, or physical bullying including threats or malicious teasing are encouraged to report it to both teacher and Principal immediately so appropriate actions can be taken. Any bullying conducted using an electronic device (cyber-bullying) will not be tolerated and should be reported immediately.

Self-harm

Any student communicating, imitating, or enacting a plan to physically harm himself or herself will be required to seek professional counseling following parental notification. Continued self-harm or talk about self-harm may result in suspension and possibly expulsion.

SCA Child Protection Policy

SCA's policy is to report any known or reasonably suspected child abuse or neglect to the appropriate authorities, in accordance with Virginia law. § 63.1-1509 of the Virginia Code states that “. . . any teacher or other person employed in a public or private school, kindergarten or nursery school, any person providing full-time or part-time child care for pay on a regularly planned basis, any person associated with or employed by any private organization responsible for the care, custody, or control of children who has reason to suspect that a child is an abused or neglected child, shall report the matter immediately . . . to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred . . . Any person required to file a report . . . who fails to do so within twenty-four hours of his first reasonable suspicion of child abuse or neglect shall be fined . . .”

All SCA staff have been trained in, and will enforce, this policy.

Grievance Policy/Conflict Resolution

Summit seeks to operate by the Matthew 18 principle. When conflict arises, the offended party seeks to resolve the situation by meeting with the offender. The School Board is the final mediation authority if a conflict remains unresolved after initial attempts at resolution.

1. Student/Parents to Teachers
 - a. Any dispute or grievance must first be presented to the teacher by the student and/or parent. Students in the Upper School are encouraged to make the first contact.
 - b. If resolution is not reached, parents or student(s) may bring the matter before the appropriate Principal.
 - c. If resolution cannot be reached, parents/student may request a meeting with the Head of School.
2. Parents to Head of School
 - a. If parents have a grievance regarding the general operation of the school (apart from operation of a classroom), they should bring those concerns to the Head of School or appropriate Principal.

- b. If resolution cannot be reached, the parents may appeal to the Board in writing and request a hearing before the Board.
3. Parents to School Board
- a. If parents have a grievance directed toward the Board, they should state the grievance and request a meeting in writing to the Board.
 - b. Based upon the merits of the grievance, the Board will determine whether the meeting will take place. If approved, this meeting will be held within thirty (30) days of the request. A meeting with the School Board will be limited to disputes regarding School Board policy or the actions of employees. Issues of student discipline will be limited to expulsions from school and not to suspensions less than expulsion.
 - c. If the Board determines the grievance does not merit a meeting, the parent will consider this the final decision of the Board.

If the grievance remains unresolved, the following procedures for biblical conflict resolution will be followed:

As practicing Christians, SCA and parents agree that it is unseemly and inappropriate to air private disputes in public, especially when those disputes involve a ministry of a church.

Accordingly, the parties agree that any dispute between parents and the Summit Christian Academy, or its agents in their representative capacity, shall be resolved under the *Rules and Procedures for Christian Conciliation* (a copy of the Rules are published at www.Peacemaker.net). If disputes are not resolved through the above grievance procedure, it will be submitted to legally binding Christian Arbitration by the Board or individuals selected by the Board in accordance with *Rules of Procedure for Christian Conciliation*. A decision shall be reached after prayerful consideration, in a spirit of humility, with each Arbitrator seeking that which most glorifies God and regarding one another before himself.

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. Jurisdiction and venue shall be in York County, Virginia and Virginia law shall apply to the dispute. The parties shall understand that these methods shall be the sole remedy for any controversy or claim arising against SCA and expressly waive their right to file a lawsuit in any civil court against one another or SCA for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of the Commonwealth of Virginia.

ACADEMICS

Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as one's own. Cheating includes, but is not limited to:

- copying or handing in another's work as own
- willfully allowing another to copy or to submit your work as their own
- plagiarizing research papers and other compositions from all sources including the Internet. Plagiarism is the act of using another person's words or ideas (as your own) without giving credit to that person (Merriam-Webster.com). This includes the use of others' books, articles, artwork, movies, drawings, etc. as your own work without citing their source. Plagiarizing includes any "artificial intelligence" tools such as ChatGPT or other, similar AI tools.
- receiving unauthorized assistance on tests or quizzes
- forging parent signatures

Students unsure of how to properly reference the ideas and/or words of another author should consult with the teacher overseeing the assignment. Students are expected to do their own typing or word processing on all assignments unless arrangements have been made with the teacher due to extenuating circumstances.

If it is determined that a student has plagiarized or cheated, the following actions will be taken:

1. The student receives no academic credit for the assignment.
2. The Principal and parents are notified of the incident. The student will be counseled by the teacher and Principal.
3. The student may serve detention or be suspended.
4. If the student holds a leadership position in a club, class, or athletic team, the student may lose the position. Leadership is a matter of honor and cheating violates that honor.
5. A second offense results in the automatic failure of the nine weeks in the occurring class by the student. A conference with the parent, student, teacher, and Principal then occurs.
6. A third offense may result in the permanent expulsion of the student.

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 a mutual effort on the part of both school and home may be made to correct the academic deficiency. The goal is to improve the deficiency to a satisfactory passing level.

A student who receives two failing grades and/or earns a grade point average of less than 2.00 at the end of a quarter is placed on academic probation for the following quarter. A conference is held with the parents, the student, the teacher(s), and the Principal to explain the probation and suggestions for remediation. The student will not be allowed to participate in extracurricular activities during the quarter. With the permission of the parents and Principal, discretion may be exercised to allow for some participation in the program.

After being placed on probation, a student who receives no failing grades and/or a grade point average of 2.00 or above the following quarter will be removed from probation. Extracurricular activities may be resumed. After being placed on probation, if a student merits academic probation for three or more quarters, the Principal and Head of School will consider whether the student will be allowed to remain in the school.

Retention

Students who achieve passing credit in all subject and skills areas are eligible for promotion to the next grade level. Grammar School students who fail to achieve passing credit in one subject or skills area for the school year may be promoted provisionally if the subject failed is not reading, English, or math. Grammar School students who fail to achieve passing credit in reading or English, or in any two subject areas, are subject to retention (in their current grade). If the subject failed is math, students have the option to participate in summer remediation (parent responsibility) and re-testing in order to determine grade placement. Upper School students who fail to achieve passing credit in one or two subjects may be promoted provisionally and must re-take the subject(s) failed at summer school or another pre-approved source at their expense.

Upper School students who fail two or more core subjects (English, math, science, and social studies) are subject to retention or dismissal.

Pupil Records

The school keeps records that provide an up-to-date, cumulative, permanent record of individual pupils, including academic achievement, discipline reports, health information, and test results. Parents wanting a copy of items in their child's record may make their request in writing to the Head of School. To secure the family's right of privacy within the school, only the

Administration and designated school personnel have access to the student records. The school will not release the information in the student's records to other parties without prior written consent, except as required by law. A family's financial account must be up to date before records, report cards, transcripts or diplomas will be released.

Homework

The following guide may be regarded as the *approximate* time to allow for daily homework. Students who take advanced classes, especially in the upper grades, will have more homework and time commitments on their education. Since Summit recognizes parental involvement is critical to a student's education, homework can be used as an opportunity for parents to actively share in their child's education. Homework may be reduced on Wednesday nights.

GRADE	Approximate maximum time per weeknight
K4 – K5	None
1 st – 2 nd	limited assignments
3 rd	30-45 minutes (as needed)
4 th – 5 th	45 minutes
6 th	60 minutes
GRADE	Approximate maximum time per weeknight
7 th – 9 th	90 minutes
10 th – 12 th	120 minutes (Students enrolled in honors level courses should expect to spend additional time on homework.)

Parental Involvement with Homework

Parents of younger children (grades 1-4) should be actively involved in their child's homework. Parents of older children (grades 5-12) may assist in seeing that the work is done and explaining work when necessary. However, the students must do the work and take responsibility for it.

Parents are invited to discuss this phase of cooperation with their child's teacher. Parents also should insist that their child bring home assessments (papers, tests, projects, etc.) for them to see. **Parents of students in 1st-6th grade must review and sign their child's assignment book each evening.** Upper School parents may also check FACTS Family Portal for further homework information.

Below are some specific ways parents can help their child with homework:

1. Parents should see that the student has an organized and complete record of assignments.
2. Parents should provide for the student a quiet, secluded study place.

Ventilation, lighting, heating, and other factors should be at optimal levels for focused study.

3. Distractions of any sort should be kept to a minimum. Parents should consider turning off the TV or radio while their child is doing homework. Phone calls should be limited.
4. Parents should remind the student to review what was learned in each class that day before moving on to the homework assignments.
5. Time reserved for study should be planned out and maintained regularly.
6. All necessary tools and materials for work should be available, including paper, writing utensils, rulers, books, compasses, protractors, crayons, etc.
7. Parents should plan five-minute breaks after every 30 minutes of concentrated work to give the student something stimulating of a different nature to help the student re-focus.

Late Work

A deduction for all work turned in late is assessed.

Grammar School

Grades 1-2

1st day late: 10 points off
2nd day late: 20 points off
3rd day late: no credit

Grades 3-6

1st day late: 10 points off 2nd day late: half credit
3rd day late: no credit
* During the second semester, 6th grade will abide by the Upper School late work policy.

Upper School

Grades 7-12

1st day late: 20% off

Assignments are due to the teacher at the beginning of the scheduled class period. If a homework assignment is not completed by the scheduled class time, the assignment is late. **Exception:** Students may receive no credit for late homework in math courses

2nd day late: No credit

Grading Standards

K4-2nd Grade

K4, K5, 1st, and 2nd grade students receive a report card designed specifically for their curriculum using the following grading system:

K4/K5:

- 4 - Exceeds grade level expectations
- 3 - Meets grade level expectations
- 2 - Progressing towards grade level expectations
- 1 - Needs time to develop

1st/2nd:

- E = Exemplary
- C = Commendable
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

3rd-6th Grade

Numerical Equivalents Chart:

Letter Grade	Numerical Range	GPA Equivalent
A+	99-100	4.00
A	95-98	4.00
A-	93-94	3.70
B+	91-92	3.30
B	86-90	3.00
B-	84-85	2.70
C+	82-83	2.30
C	76-81	2.00
C-	74-75	1.70
D+	72-73	1.30
D	67-71	1.00
D-	65-66	0.70
F	Below 65	0.00

Handwriting Skills (1st-3rd) and Habits of Work, Habits of Mind and Soul (3rd-6th)

- **E (Exemplary)**
Student habitually exceeds standard expectation for this grade level, exhibiting humility while encouraging others to excel through his/her example. The student independently fulfills this skill without requiring oversight from the teacher, and enthusiastically engages in this part of the learning process. The student seeks to demonstrate excellence in this area.
- **C (Commendable)**
Student often exceeds standard expectation for this grade level. There is evidence of personal motivation and desire to demonstrate excellence in this skill. The student positively contributes to the learning environment of the class in this habit.
- **S (Satisfactory)**
Student meets standard expectations for this grade level. Independence, self-regulation, and maturity in fulfilling the skill are average for the student's grade and peers.
- **N (Needs Improvement)**
Student requires consistent prompts or redirection from the teacher to meet the standard expectations for this grade level. Personal motivation to demonstrate this habit may be inconsistent. The student sometimes negatively impacts the learning environment of the classroom due to the teacher input that is required.
- **U (Unsatisfactory)**
Student faces habitual challenge in meeting the standard expectations for this grade level. Teacher redirection and input is required on a consistent basis, as the student does not demonstrate the independence, self-regulation, or maturity expected at this grade level to fulfill this skill. The impact on the classroom and/or the student's learning experience may be significant.

3rd-6th Art, Music and PE Grade Equivalents

E+	99-100	S+	82-83
E	95-98	S	76-81
E-	93-94	S-	72-75
C+	91-92	N	65-71
C	86-90	U	0-64
C-	84-85		

7th-12th Grade

To coincide with general college grading standards, the following grading standards will be used:

Standard Courses			Honors Level Courses		
Letter Grade	Numerical Range	GPA Equivalent	Letter Grade	Numerical Range	GPA Equivalent
A+	97-100	4.00	A+	97-100	4.50
A	93-96	3.85	A	93-96	4.35
A-	90-92	3.67	A-	90-92	4.17
B+	87-89	3.33	B+	87-89	3.83
B	83-86	3.00	B	83-86	3.50
B-	80-82	2.67	B-	80-82	3.17
C+	77-79	2.33	C+	77-79	2.83
C	73-76	2.00	C	73-76	2.50
C-	70-72	1.67	C-	70-72	2.17
D+	67-69	1.33	D+	67-69	1.33
D	63-66	1.00	D	63-66	1.00
F	Below 63	0.00	F	Below 63	0.00

All questions regarding specific grades should be addressed by the student to the teacher within two weeks of receiving the grade. After this point, all grades stand.

Full-time and Part-time Students

Summit defines a full-time student as one who is enrolled in 5 or more credit classes in an academic year and is seeking a diploma. Of the 5 credits, a student must enroll in 4 core classes to include Bible.

Summit defines a part-time student as one who enrolls in less than 5 credits during an academic year and is not seeking a diploma (Upper School only).

Honors Courses

A student may take a maximum of two honors-level core courses in a school year unless special permission is granted by the Administration. Honors courses are uniquely purposed for the student who demonstrates maturity and proficiency in reading, writing, and math computation and is intellectually motivated. This student will enjoy the rigor of classical studies as s/he becomes skilled in higher order thinking and sophisticated problem solving. Prerequisites for initial enrollment in honors courses include the following: teacher recommendation or approval and a 90% minimum in the previous course (83% for pre-calculus and calculus). Students taking honors level courses must reapply each year for each subsequent grade level honors course.

Students enrolled in honors courses must complete each class with a final average of 83% (B) or higher to apply for each subsequent honors course. Honors level courses average into GPAs based on the Honors Level Courses table above.

Course Withdrawal

Under extreme circumstances, a student may withdraw from a course with approval from the Administration. A withdrawal form must be signed by the parent, Academic Advisor, and the teacher before the request will be considered. The student must remain in attendance in the class until notified by the office the withdrawal is completed.

A student who receives authorization to withdraw from a course within the first two weeks of class will have the course erased from his academic record. Withdrawal any time after such time will result in the student receiving any earned grade in the class (thus affecting GPA), and a Withdraw/Passing or Withdraw/Failing will be added to the student's transcript.

Course Pass/Fail

In rare situations, students may be assigned a Pass/Fail grade in certain courses based on the following guidelines:

- Students may take a course on Pass/Fail basis if the course is non-core
- Students must be enrolled full-time at Summit
- A maximum of 1.0 credit per year may be taken on Pass/Fail basis
- Student is aware the Pass/Fail grade does count toward credit, but will not affect the GPA
- Students must keep up with the course requirements
- A student, parent, or teacher can petition to change the Pass/Fail grade to a traditional letter grade
- The approval will be determined by an Administrator prior to the end of the semester
- NILD students may take classes approved by an Administrator on a Pass/Fail basis

Academic Credit

A high school student earns either one or one-half credit per year for each course successfully completed. Each individual course must be passed in order to receive credit for the course. If a

student fails a required course, he must make it up in a pre-approved summer school program and submit official scores to the Academic Advisor.

Auditing a Class

A student may request to audit a class under special circumstances. Should permission be granted for a class to be audited, the student is expected to attend class, participate in discussions, and complete all assignments including tests and exams to the best of their ability, although the grades they receive will not be recorded.

Transfer Credit

When a student transfers into Summit, credits are recorded as follows:

- No credit is given for a class in which the student earned a grade of F.
- All courses grade D or higher are granted standard credit
- Honors level and AP courses taken at an accredited educational institution and completed with a grade of C or above will be granted honors level credit at Summit.
- Courses taken at a college will be granted .5 credit per college semester at the honors level.

Academic Eligibility

The requirement for participation in the Summit athletic program, other extracurricular activities or leadership positions is a 2.0 grade point average (GPA) with no grade of “F” on the most recent report card.

Independent Study

With prior approval of the Principal, Upper School students may enroll in, and receive standard credit (no honors credit) for, supervised correspondence courses in subjects not available to them through the school’s schedule or course offerings. Credit shall be awarded for successful completion of such courses when the work is equivalent to that offered in the regular school program and official records are received. Any costs incurred are the sole responsibility of the parents/student.

Study Hall

Study Halls are offered daily. Study Hall is established to be a time of quiet study, both completing homework and reviewing notes from the day. Students are expected to come

prepared to work quietly for the entire class period. Students may request to meet a teacher or tutor during these times.

NILD and Educational Enrichment

For parents of children who struggle to learn, Summit Christian Academy offers the opportunity to enroll their student in individualized educational therapy at an additional cost. Summit has the oldest NILD (National Institute for Learning Development) school-based program on the Peninsula. NILD differs from tutoring in that cognitive and perceptual weaknesses are strengthened to support independent learning. Providing NILD therapy was one of the goals of SCA's founders. Educational Therapists are on school grounds and are available to answer teacher questions, make accommodation decisions, and oversee the student's progress in therapy and in the classroom. An on-site therapist is vital to the student's progress as the partnership between therapists, teachers, and parents plays an important role in the student's individual improvement. In addition, Summit cannot extend many of the established classroom accommodations unless a student is actively working with an official Summit NILD therapist. Close communication between parents, teachers, and therapists ensures the student is progressing.

In addition to NILD therapy, the Department of Educational Enrichment also offers fee-based services to include:

- Search (K5 testing for reading readiness) and Teach (early intervention in reading)
- FIE (cognitive interventions for identified students)
- Academic Support (one on one intervention for students struggling with organization)
- Grammar School reading and math intervention

Semester Exams

Semester exams are an integral part of the Upper School curriculum. Should the need arise for a student to take the exam outside of the scheduled time, a written request must be submitted to the administration at least 1 month in advance. Only special circumstances will be given consideration.

SCA Diplomas

Basic Diploma: This diploma allows a student with a documented learning difference to successfully graduate from SCA. The diploma is designed to work independently with a student's needs while maintaining the integrity of graduating with a classical Christian education. The student must be enrolled in, or have completed, the SCA NILD Program. A student

graduating with this degree may pursue vocational school or community college prior to considering a university.

Standard Diploma: This diploma is for the average student attending Summit Christian Academy. It is challenging and prepares the student to apply to private colleges or state universities.

Advanced Diploma: This diploma is for the student who desires to be challenged and seek further education at a deeper level. It includes honors level courses and additional credit requirements. This diploma will require more time on homework as well as independent research as it prepares students to apply to private colleges, state universities, and academies. Beginning with the class of 2027, the advanced diploma requires taking math during the student's senior year.

SCA Diploma Graduation Requirements

	Basic*		Standard		Advanced ✧ Honors Level Available	
English	English 9 English 10 English 11 English 12	4 cr.	✧ English 9 ✧ English 10 ✧ English 11 ✧ English 12	4 cr.	✧ English 9 ✧ English 10 ✧ English 11 ✧ English 12	4 cr.
History	World History I World History II US History ✧ SocCul-Curr Ev/Econ	4 cr.	World History I World History II ✧ US History ✧ SocCul-Curr Ev/Econ	4 cr.	World History I World History II ✧ US History ✧ SocCul-Curr Ev/Econ	4 cr.
Math	Algebra I L1 Additional Math	2 cr.	Algebra I Geometry Algebra II ✧ Pre-Calculus ✧ College Algebra ✧ Calculus (.5 cr) ✧ Statistics (.5 cr)	4 cr.	Algebra I Geometry Algebra II ✧ Pre-Calculus ✧ College Algebra ✧ Calculus (.5 cr) ✧ Statistics (.5 cr)	4 cr.
Science	Physics I Biology Chemistry I	2 cr.	Physics I Biology Chemistry I ✧ Physics II ✧ Chemistry II	3 cr.	Physics I Biology Chemistry I ✧ Physics II ✧ Chemistry II	4 cr.
Classical Studies	Logic Debate Speech Research ✧ Thesis	3 cr.	Logic Debate Speech Research ✧ Thesis	3 cr.	Logic Debate Speech Research ✧ Thesis	3 cr.
Languages	Latin Spanish French		3 yrs of same language	3 cr.	3 yrs of same language ✧ 4 th Year Language	3 cr.
Bible	Bible 9, 10, 11, 12	4 cr.	Bible 9, 10, 11, 12	4 cr.	Bible 9, 10, 11, 12	4 cr.
Electives	Electives must include: 1 cr. PE/Fitness ✧ 1 cr. Fine Arts .5 cr. Personal Finance .5 cr. Student Choice	3 cr.	Electives must include: 1 cr. PE/Fitness ✧ 1 cr. Fine Arts .5 cr. Personal Finance .5 cr. Student Choice	3 cr.	Electives must include: 1 cr. PE/Fitness ✧ 1 cr. Fine Arts .5 cr. Personal Finance 1.5 cr. Student Choice	4 cr.
Academic Totals:		22 cr.		28 cr.		30 cr.
Community Service Requirement	120 Hours 30 hours/year enrolled at SCA Grades 9-12		120 Hours 30 hours/year enrolled at SCA Grades 9-12		120 Hours 30 hours/year enrolled at SCA Grades 9-12	
	*This diploma is designed for students with documented learning differences who are enrolled in, or graduated from, the SCA NILD program.				✧ Four or more full credit core classes must be taken at the honors level, two to be in the same discipline. (i.e.: 2 years of Honors English)	

Students will take a required Classical Studies course each year while enrolled in grades 8-12. Students who complete all five Classical Studies courses will earn the Classical Distinction recognition on their diploma.

Graduation

Diplomas are issued to full-time (5 or more credit hours) Summit students who have met all the requirements set forth by the *SCA Diploma Graduation Requirements* (see table above). Students who do not meet graduation requirements may be allowed to participate in the graduation ceremony, at the Head of School's discretion, if all requirements will be completed within 90 days of graduation. At the Head of School's discretion, part-time students may participate in the graduation ceremony.

Students may receive PE credit for extracurricular SCA athletics when the participation and instructional time approximates 70 hours at the varsity level. The Athletic Director will review and record all applicable credits on students' transcripts. Students may receive .5 PE credit for completing Driver's Education (classroom instruction) through SCA. Alternatively, students may receive .5 PE credit for completing **both** the classroom and behind the wheel instruction through independent study. The Academic Advisor will assist students in certifying this credit.

Diplomas will not be issued until all financial obligations have been met. Students with a cumulative GPA at or above 3.50 will graduate with honors.

Valedictorian and Salutatorian

The Upper School Administration determines the senior class honorary valedictorian(s) and salutatorian(s) at the end of the first semester of their senior year. The selection is based on the following criteria:

Students must:

1. be seeking an advanced diploma.
2. have demonstrated excellence in academics, conduct, attendance, and character.
3. have attended SCA full-time (5+ credits) for the past three or more consecutive years.
4. have a weighted cumulative grade point average of 3.75 or higher.

The student with the highest weighted GPA will be declared Honorary Valedictorian; the student with the second highest weighted GPA will be declared Honorary Salutatorian. The Honorary Valedictorian and Honorary Salutatorian may have the honor of speaking at the graduation ceremony. The official Valedictorian and Salutatorian will be determined after graduation.

Community Service Requirement

Christ declared in Matthew 20 and Mark 10 that, in order to be great in God's kingdom, we need to be servants of all. He also said He came not so others could serve Him, but so He could serve others. We believe the quality of servanthood is important to instill in the hearts and minds of the students at SCA. While our natural tendency is to seek a return for time given to others, we believe a community service requirement is an opportunity to set a different example.

The graduation requirement consists of 30 hours of volunteer service for each year in attendance at SCA from 9th-12th grade for a total of 120 hours. Students may begin to record these hours during the summer after their 8th grade year. Volunteer service is defined as work for which a student does not receive school credit or monetary payment and which directly meets the needs of another person, group, or organization outside of the student's family. Students may submit a maximum of 8 hours per day of service (including mission trips).

Community Service Record forms can be found at the front desk. Each form is to be verified and signed by the parent and the supervising authority of the activity. Forms are to be filled out and submitted to the Front Desk Receptionist within one month from the date of service. Summer service hours must be submitted by September 30th.

All graduation required hours are due prior to spring break of a student's senior year.

AWARDS

Summit Christian Academy encourages the motivation to good works among all students by demonstrating to them that such work is commended, not overlooked or taken for granted.

Grammar School

Highest Honors: Overall GPA of 3.75+ for the term with no grade of "D" or "F," awarded at the completion of each quarter.

Honors: Overall GPA of 3.35-3.74 for the term with no grade of "D" or "F," awarded at the completion of each quarter.

Eagle Award: This prestigious end-of-the-year recognition is awarded to one 6th grade boy and one 6th grade girl who have demonstrated uncommon virtue throughout the year.

Sixth Grade Graduation: Ceremony held during the awards assembly on the last day of school. Other awards designated by the teachers.

Upper School (full-time students only)

Head of School Honors: GPA of 4.15 or above for the semester with no grade of “C”, “D”, or “F”. Special recognition is awarded at the completion of each semester.

Highest Honors: GPA of 3.85 and above for the term with no grade of “D” or “F”; recognition is awarded at the completion of each quarter. Students who graduate with a cumulative GPA of 3.85 and above will graduate with Highest Honors, signified with a blue and gold cord worn at graduation.

Honors: GPA of 3.50-3.84 for the quarter with no grade of “D” or “F”; recognition is awarded at the completion of each quarter. Students who graduate with a cumulative GPA of 3.50 – 3.84 will graduate with Honors, signified with a double gold cord worn at graduation.

Eagle Award: the most prestigious award of Summit Christian Academy, awarded at the completion of the school year to one student in each grade level who demonstrates uncommon Christian virtue throughout the year.

National Honor Society: Summit Christian Academy's Dr. J. Drew O'Neal Chapter of the National Honor Society is a select organization for 10th through 12th grades. Nominations are based upon **scholarship** (cumulative GPA of 3.60+), **service** (minimum of 17 hours community service per high school semester enrolled in SCA), **character** as evidenced by obedience to SCA's Code of Conduct including no suspensions, and **leadership** as demonstrated by positions held in class and school athletics or clubs. Students are eligible after the completion of the fall semester of their sophomore year. Eligible students must complete and submit an application. Transfer students may apply after having completed three consecutive semesters at SCA. New students who are currently NHS members with another accredited school will have their application evaluated by the Administration after the completion of their first semester at Summit. If they meet Summit's specific requirements, they will be inducted into Summit's Chapter. An induction ceremony is held annually during the second semester where students will receive an NHS pin. Students in good standing will graduate with NHS recognition. (Membership dues are \$20/year.)

National Junior Honor Society: Summit Christian Academy's Mr. Claude Marshall Chapter of the National Junior Honor Society is a select organization for 9th grade students who demonstrate similar scholarship, service, character, citizenship, and leadership qualities.

Language Honor Society: Summit's Language Honor Societies, available for Latin, French, and Spanish, are select organizations. Nominations are based on language achievements both in and out of the classroom with scholarship in the classroom and evidence of outside interest and/or service in the culture and language. Students must have at least a 90% average in the preceding

4 semesters and provide specific detail about past and on-going use of the language. Transfer students must have completed 2 consecutive semesters at SCA. Invitations and inductions into these Honor Societies are held in conjunction with the NHS ceremony and each student will receive a Language pin. Maintaining one's membership will be contingent on maintaining the same level of academic and enrichment/service commitments and continuous enrollment in the class through the completion of the 4th level with a grade of 90% or higher. Students in good standing will graduate with honors. (Membership dues of \$20/year.)

Academic Letter: When full-time students in grades 10-12 complete three (3) "high school" semesters at SCA with a 3.50 or higher cumulative GPA, they earn their SCA Academic Letter. Each successive semester during which they maintain a 3.50 or higher GPA, they receive a bar to add to their letter.

Students who earn membership in the National Honor Society receive an NHS pin which may be worn on their Academic Letter. French and Spanish Honor Society pins may also be worn on the Academic Letter.

Service Distinction Award: This award will be added to the diploma of students who meet the following criteria:

- The student must complete 200 or more total service hours
- Complete a minimum of 50 hours each year of attendance in grades 9-12
- Complete a minimum of 50 hours for each year at SCA for students entering SCA after 9th grade. Only hours of physical service are counted.
- Twenty-five percent of the service hours must be in a Service Track approved by the Academic Advisor. A Service Track is designed to promote "service" oriented distinction within a church, a missions trip, or a service-type organization or locale (e.g., Red Cross, orphanage, sports camp, and more). The student must declare the Service Track by the beginning of their senior year.
- The student must participate in a minimum of one mission trip or other immersive service project approved by the Academic Dean.
- The student must write a Service Reflection paper approved by the Academic Advisor and subsequently present this paper at an Upper or Grammar School chapel service.

Soaring Eagle Award: This award is designed to honor our top students with a special recognition to encourage them to apply to strategically influential colleges. By October 1 of each year, the Head of School and Upper School Principal will select up to four seniors who exhibit

the qualities necessary to apply to the most competitive colleges with the best reputation in the nation. A cash gift will be awarded to students who apply to one of the top 15 schools ranked in US News and World Reports as reported each year.

ATHLETICS

Detailed information can be found in the Summit Christian Academy Athletics Handbook. For the edification of all Summit families, please review the Athletic Sportsmanship Code.

Sportsmanship Code

1. Athletes, coaches, and spectators will treat officials with respect at all times. Only the coach or appropriate player may discuss a questionable call.
2. Teammates will be supportive of one another and provide encouragement, not criticism, to each other. No derogatory language will be used toward anyone.
3. At no time will officials or opposing players be taunted or “booed.”
4. Athletes will be expected to become the very best players they can be, focusing on the strengths and talents God has given them. Players will not be ridiculed or admonished for a poor performance but will be disciplined for disruptive behavior or unsportsmanlike conduct on or off the field/court.
5. The property and reputation of our opponents, as well as that of our own school, will be respected.
6. Hospitality will be exhibited toward the visiting team.
7. No derogatory language will be used toward anyone.
8. Athletes will be reverent during the prayer and the playing/singing of the National Anthem.
9. Athletes will pick up and dispose of all trash.
10. Athletes who are dismissed or who quit a team may not try out for the following seasonal sport. All situations will be reviewed by the Athletic Director and coach.
11. Most of all, a Christ-like manner and attitude will be maintained in all circumstances.

PARENT/GUARDIAN AGREEMENT

1. **Privilege of Attendance:** I/We understand that my/our child's attendance at Summit Christian Academy (SCA) is a privilege and not a right. If at any time my/our child's conduct, academic progress or cooperation with the school's authorities is not in keeping with the school's requirements or regulations, I/we understand that SCA reserves the right to expel my/our child. Further, I/we agree that in the event that I/we cannot continue to support SCA relating to the progress of my/our child, I/we agree to withdraw my/our child from SCA in a quiet and orderly fashion. I/We understand and accept that if I/we withdraw or are requested to withdraw my/our child, I/we will honor our financial commitment.
2. As a parent/guardian, I/we accept all regulations of the school as presented in the *SCA Parent-Student Handbook* (incorporated by reference as if fully set forth herein), including the complete *SCA Statement of Faith and PCC's Major Doctrines and Doctrines with Scriptural Latitude*, and fully support the School Board, administration and staff of the school in observance of such regulations and support the Christian learning environment created by SCA.
3. **Student Discipline:** I/We authorize SCA to employ such love-motivated discipline as it deems wise and expedient for my/our child in accordance with the standards the school sets for itself.
4. **Tuition and Fees:** I/We agree to pay all tuition and fees within the requirements outlined in the *SCA Parent-Student Handbook*. I/We understand and agree that all fees are paid directly to SCA and are **NON-REFUNDABLE**. I/We understand and agree that all monthly tuition payment plans are arranged through FACTS and that no tuition will be refunded unless permitted by the School Board in accordance with the Student Withdrawal Policy.
5. Summit Christian Academy agrees to accept the child as a student for the school year contingent upon payment of all tuition and fees in a timely manner.
6. **School Activities:** In submitting this application for my/our child, it is my/our desire to have him/her attend the school year 20__-20__. I/We give permission for my/our child to take part in all school activities, including sports and school-sponsored field trips away from school premises, and absolve the school from any liability to us/me or my/our child because of any injury to my/our child at school or during any school activity. In case of an accident, allergies or serious illness, I/we request the school to contact me/us but we also waive and release Summit Christian Academy from any liability in regard to these circumstances. If SCA is unable to contact me/us or the provided emergency contact when circumstances indicate immediate action is required, the school may make whatever arrangements are required in its best judgment.

7. **Release of Students:** I/We hereby attest that I/we have legal physical custody of my/our child and that no other person has legal physical custody of the student. I/We acknowledge and agree that SCA may release the child to the custody of any person possessing legal physical custody of the student and to any person duly authorized **in writing** by any person possessing legal physical custody of the student.

I/We promise to notify SCA immediately **in writing** of any change regarding which persons have legal physical custody of the student and any change regarding the authority of SCA to release the student to the persons designed above. Additionally, I/we promise to notify SCA immediately **in writing** of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement.

8. **Christian Conflict Resolution:** In the highly unlikely event that I/we are ever unable to resolve a dispute with SCA, I/we agree to attempt to resolve the dispute without litigation. By signing this Agreement, I/we agree with SCA that any claim or dispute arising from or related to this agreement and my/our child's attendance at SCA shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (Complete text of the Rules is available at www.Peacemaker.net). We will attempt to mediate and resolve all disputes within SCA structure as outlined in the *SCA Parent-Student Handbook*. However, if mediation is not reached then we will mutually agree to an outside arbitrator or if we cannot agree then one will be picked by Peacemaker Ministries. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods **shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes**, except to enforce an arbitration decision.

In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of Commonwealth of Virginia and venue for the mediation/arbitration will be in York County, Virginia. Of course, SCA is required to maintain certain insurance policies. Therefore, this conflict resolution provision is conditioned upon agreement by the school's insurers that, in light of the particular facts and circumstances surrounding the disputed matter, this provision, and the process it establishes, will not diminish any insurance coverage maintained by SCA.

9. **Indemnification:** I/We agree and promise to indemnify SCA against any damages arising from any misrepresentation made herein and against any damages arising from the undersigned's failure to timely notify SCA pursuant to the promises set forth in the preceding paragraphs.

By signing this Agreement, the undersigned agrees that they have read, understand and agree to be bound by this Agreement and the *SCA Parent-Student Handbook* including but not limited to the Christian Conflict Resolution clause and I/we have read, understand and agree to be bound by all SCA policies. NOTE: If the child lives with both parents, then BOTH PARENTS MUST SIGN THIS AGREEMENT.

The Parent/Guardian Agreement, included in full above, is read and signed at enrollment and re-enrollment.