



Student Handbook

*Summit Christian Academy reserves the right to amend this publication's policies and procedures as deemed necessary.
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Basic Philosophies of Summit Christian Academy

Mission Statement

Summit Christian Academy's (SCA) mission is to educate and develop students to serve neighbors and nations by partnering with parents to build a Christ-centered learning community with a strong focus on spiritual life, academics, arts, and athletics.

Vision

SCA is a leader in distinctive Christian education, providing a dynamic academic and social environment that inspires students to know God; maximize their potential; discover their purpose; and make a difference in their world.

Values

SCA equips our students to experience dynamic, vibrant, and alive spiritual lives, tapping into each child's personal potential. This bedrock of discovering God's destiny prepares them for meaningful relationships and leading prosperous lives of contribution and significance.

Biblical Worldview-Holding to and living out the unchanging Word of God in an ever-changing world. (*Matthew 24:35*)

Character-Always doing the right thing, at the right time, for the right reason. (*Galatians 5:2-23, Luke 6:31*)

Community-Valuing and cultivating relationships, recognizing everyone's unique role in the body of Christ. (*I Corinthians 12:25-26*)

Excellence-Wholeheartedly seeking excellence in everything. (*Colossians 3:23*)

Servant Leadership-Living as God's sons and daughters. Leading by Christ's example as shepherd, placing the interests of others before our own. (*Romans 8:14-17, I Peter 5:2-4*)

Unity-Pursuing oneness of spirit through humility and selflessness, as Christ modeled for us. (*Philippians 2:2-11*)

Statement of Faith

Summit Christian Academy is an inseparable and integral part of the ministries of The Assembly at Broken Arrow, Broken Arrow, Oklahoma, and as such subscribes to the same tenants of faith as its parent organization.

We Believe...

...the Bible is the inspired and only infallible and authoritative written Word of God.

...there is one God, eternally existent in three persons: God, the Father; God, the Son; and God, the Holy Spirit.

...in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His vicarious and atoning death; in His bodily resurrection; in His ascension to the right hand of the Father; in His personal future return to this earth in power and glory to rule for a thousand years.

...in the blessed hope – the rapture of the church at Christ's coming.

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

...regeneration by the Holy Spirit is absolutely essential for personal salvation.

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

...the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

...in the resurrection of both the saved and lost: the one to everlasting life and the other to everlasting damnation.

Philosophy of Education

The essence of Summit Christian Academy's educational philosophy is found in our motto, "All Truth is God's Truth." All areas of genuine learning exist because God has allowed man to discover principles, formulas, and truths that are in harmony with the laws that govern His universe. Therefore, at Summit Christian Academy (SCA), we foster an educational experience for each student that presents the Truth, Jesus Christ, at the very center of all we do. We seek to relate every fact and principle to His Truth and His character in such a way that we promote the development of academic knowledge, physical skills, spiritual maturity, and social growth in each child. To carry out such a high calling demands three essential elements of education: the material, the method, and the mentor.

The material: SCA utilizes two basic curriculums: *Bob Jones and ACSI* curriculums present all subject matter in a way that is consistent with the Word of God. Scriptural applications abound, and moral choices are encouraged which reflect biblical standards. Other publishers such as Abeka, Glencoe, etc. supply a part of our curriculum; and supplementary materials (including library books) are screened for their suitability to Christian education.

The method: At SCA we believe that scripture advocates student-centered teacher-directed learning. We establish a classroom atmosphere where the trained teacher explains material in a way that helps each student learn according to his/her ability. Within this traditional context, the students learn how to relate to one another in class discussions and projects. Components of our traditional method include a strong phonics approach to reading and spelling; recitation and drill, especially in math; and assigned reading with parents at home.

The mentor: SCA teachers go beyond the utilization of prescribed methods to encourage student learning of the adopted material—they also model Christian life in word and deed with the goal of developing young Christians. A teacher can present facts, but a mentor is a personal example to his/her students; one who garners their respect, admiration, and emulation. The Christ-like teacher encourages biblical standards of conduct with fair and firm disciplinary measures that offer the students secure boundaries for their behavior. The Christ-like teacher is the heartbeat of SCA, sharing God's love in a way that provides each child with the personal support that he/she needs to overcome self-doubt and achieve individual success.

Standards of Conduct

SCA holds that the Bible is the inspired and only infallible and authoritative written Word of God, that salvation comes through repentance and faith in the precious blood of Christ, and that regeneration by the Holy Spirit is absolutely essential for personal salvation. Believers are to be transformed into the image of Christ (*Romans 8:29*) which is the work of the Holy Spirit (*I Corinthians 3:18*). This transformation is to be a life-long process (*Romans 12:2*). SCA strives to provide an environment conducive to the spiritual development of young people. Therefore, SCA provides a standard of conduct based upon biblical guidelines.

Code of Conduct

SCA's Student Code of Conduct is established as a means of communicating and understanding the lifestyle standards agreed upon for our students. Each standard addresses choices that students can make and act upon as individuals. The expectations apply to SCA students whether the student is on or off campus. An unwillingness to make one's best effort to meet these standards also implies a choice to not continue as a student at Summit Christian Academy. The Code of Conduct is presented as an agreement between the student, the parents, and the school. Secondary students and parents (grades 7-12) will be required to read, sign, and return a copy of the Code of Conduct to the school office.

1. I understand that by enrolling as a student at Summit Christian Academy, I am accepting all school policies—those outlined in the student handbook and those established by the school administration.

2. I shall adhere to the SCA Standardized Dress Code Policy as administered by SCA to promote excellence in character development.
3. I realize that I am expected to put forth my best effort in homework, in preparation for quizzes and tests, and in special academic projects since one of the primary reasons for enrolling as a student in SCA is academic training.
4. I understand that communication and interaction between parents, students, faculty, and administration is encouraged. Communication should be carried on in a constructive and biblical manner.
5. I shall refrain from the following destructive behaviors regarding the use of my words:
 - Gossiping (repeating information about others that is not my concern or not edifying, whether true or untrue)
 - Slander (repeating information about others that is untrue)
 - Mockery (disdainful or disrespectful talk about those in authority, the church, or scriptural principles)
 - Profanity, Obscenity, Vulgarity, and/or Offensive Slang
6. I shall not lie, cheat, or steal. I am expected to adhere to this policy and to promote and encourage my peers to do the same.
7. I understand that SCA has standards of sexual conduct and social behavior that are based on biblical guidelines rather than those of the culture, the popular media, or peer groups. I shall govern my behavior to hold to these standards.
8. I shall use all electronic media (computers; cell phones; cameras; mp3 players; e-mail; internet; and websites, such as twitter, Instagram, Snapchat, and Facebook.com; etc.) in a manner that is constructive and biblical. I shall make my websites immediately accessible to SCA Administration at any time upon their request.
9. I shall not at any time use or possess drugs, tobacco, e-cigs, alcohol, and pornography since these are certain destroyers of self-discipline, self-control, and against God's plan for Christian people.
10. I understand that the sovereignty of Jesus Christ is challenged by various forms of alternative teachings (i.e., occult practices/teachings). I shall not be involved in these areas, and I shall not promote their practice among other students.
11. I shall maintain Christian standards of courtesy and kindness in the way I treat others. I shall show respect for my fellow students and the staff in my speech, attitudes, and actions.
12. I understand that attendance is an essential element of learning. I shall put forth my best effort in regular and timely attendance.

Admission, Continuous Enrollment, and Withdrawal Information

Notice of Nondiscrimination Policy

Every individual is unique, created in the image of God. Summit Christian Academy will admit a child provided, in the opinion of the school administration, the pupil can benefit from the academic program and activities planned by the school. Summit Christian Academy does not discriminate and shall not tolerate discrimination on the basis of race, color, gender, national, and ethnic origin in administration of its educational policies, admission policies, athletics, and other school-administered programs.

Admission Process

Admission decisions are based on the student's academic record, letters of recommendation, admission's evaluation, and interviews at the school. Grade placement for all students will be determined by administration. SCA reserves the right to adjust and/or modify course offerings, subjects, and/or combination of classes at each grade level based on final enrollment.

Admission Policies

It must be understood that Summit Christian Academy will not tolerate the following:

- Parental refusal for their child to receive discipline if school conduct is violated.
- Aggressive and/or intimidating behavior by a student to another student, a teacher, or an administrator.
- Disruptive behavior that hinders the learning-teaching process.
- Failure of parents to support administrative decisions and policies set forth in this handbook or announced as expected conduct on the part of students and their families.

Admission Requirements: New Students

A family must be in accord with the Christian educational philosophy of SCA for a new student to be accepted.

The following are required to enroll as a student at SCA.

- Complete the online application form at www.summit.school.
- Provide records from past schools (*including any report cards, behavior reports, standardized and/or specialized testing, educational plans*). Provide a principal recommendation.
- Provide a pastoral recommendation (*grades 7th-12th*).
- Enrollment fees paid.
- Meet with administration for an educational consultation (*all grades*) and student interview (*grades 7th-12th*).
- Complete a student evaluation (*if applicable*).
- Current immunization record. *Students must be compliant with immunization requirements according to Oklahoma State Law. This must be on file at SCA prior to admission to the classroom.*
- Copy of birth certificate

Admission Requirements: Home School Students

In addition to requirements already listed for new students, home school students may be required to complete testing to establish levels of proficiency. Grade level placement will be determined by the administration based upon the above considerations. Considerations for students applying to SCA from home school programs are as follows:

- Willingness to assume joint responsibility in the educational transition process.
- Commitment to work with the teacher and faculty.
- Realization of the discrepancies between the home educational programs and those of SCA.
- Existing transcripts and pertinent student records must be provided for application.
- Sufficient documentation of curriculum used, work accomplished, and semester grades (*i.e. proof of work and testing*) must be provided in order for credit and G.P.A. to be issued for home school classes.
- Compatibility with our academic program.
- Agreement to academic and/or standardized testing.
- Parents must insure that students meet all other admissions requirements of SCA.

Admission Requirements: Continuous Enrollment for Current Students

SCA has continuous enrollment for current students. The Enrollment fees, Curriculum/Technology fees, and the Drug Testing fee (*9-12th grades only*) per student will be billed to your FACTS account annually in May. These nonrefundable fees need to be paid in May to secure your students spot for the next school year. Late fees will be assessed of \$500 per current student after May 31. If a student will not be returning for the next school year, notify the SCA office in writing or email by April 15. Family accounts for Summit Christian Academy and Summit Early Learning Center must be current before the next school year. Any registration and textbook fees paid toward the next academic year will be applied toward any outstanding balance. Summit Christian Academy does not guarantee future enrollment.

Age Requirements

Those enrolling in kindergarten must be 5 years old on or before September 1 of that school year.

Withdrawal and Refund Policy

Withdrawals, whether before school begins or during the year, must be made in writing at least two (2) weeks in advance. Forms can be obtained in the school office. Tuition is calculated based on the entire year. Therefore, no reduction can be made for vacations, school holidays, illnesses, etc. If a student leaves the school for any reason, other than expulsion, charges are prorated by the month. No tuition deductions will be given for absences during the year regardless of the cause of such absence or for expulsion. Enrollment fees and textbook fees are completely non-refundable. Refund checks will be mailed to the address on file with the school.

Report Card & Transcript Holding Policy

Report cards will be held until all fines and holds have been completely satisfied (*i.e. tuition is paid to date, no lunch charges, all textbooks and other school property returned in satisfactory condition, all charges on account paid, etc.*). In addition, no transcripts or student records will be transferred to another school until all accounts have been satisfied.

Attendance Policies and Information

Attendance Policies

For your child to gain the most in school; he/she must be in regular attendance. The State of Oklahoma law is that a child must attend school when it is in session. We follow the compulsory attendance laws set by the State of Oklahoma. If an elementary child is absent more than 20 days during the school year his/her promotion is dependent upon the approval of the Administration who will act upon the recommendation of the teachers. If a secondary student is absent more than 10 days in a semester, he/she is in jeopardy of losing credit for that semester. A final decision will be at the discretion of administration.

- If your child is unable to attend school due to illness, doctor's appointments, or other reasons, a parent/guardian must call the school office at 918-251-1997 by 8:45a.m. to report the absence.
- A student, who is absent five or more consecutive days due to illness, must present a doctor's statement concerning the health of the student.
- Parents planning to remove a student from school due to a trip are expected to inform the teacher and complete a prearranged absence form available in the school office.
- A student must be present for one half of the school day to participate in any school activity or extracurricular event that evening. Any absence must be excused by Administration.
- If a student is in the front office or administration office waiting to be checked out by a parent, he/she will be considered absent from the class(es) not attended.

Excused Absences:

An excused absence is defined as one for which the student was absent with the parent's knowledge and permission for the following reasons: illness, serious illness in the family, medical appointment, school activity, funeral, or unavoidable crisis. One hundred percent (100%) credit will be given for make-up work completed within the allotted time frame. Final authority for granting an excused absence rests with the Administration. It is the student's responsibility to obtain assignments missed during an absence and to schedule test or quiz make-up times from an absence.

Unexcused Absences:

An unexcused absence is defined as one for which the student was absent for reasons that do not meet the excused absence guideline as stated above. The following, but not limited to, are examples of unexcused absences: obtaining a driver's license, keeping a beauty salon appointment, staying home to study, running errands, or the simple convenience of the family. Students may receive zero credit for work missed during an unexcused absence.

Pre-Arranged Absences:

Planned absences will count toward the total number of absences per semester. To receive an excused absence, the parents must complete a Pre-Arranged Absence Form the same number of days in advance as the student plans to be absent. For example, if a student plans to be gone for 2 days, the form should be received by the SCA offices at least 2 days in advance. It is the student's responsibility to obtain assignments missed during an absence and to schedule tests or quiz make-up times from the absence.

School Activity Absences:

When students are absent from school due to school functions, the coach, teacher, or sponsor is responsible to issue a name list for teachers and the school office. Such absences are not counted as days absent from school. It is the student's responsibility to obtain assignments missed during an absence and to schedule test or quiz make-up times from the absence.

Extended Absences:

Ordinarily, more than ten (10) days of absence per semester per class will cause a student to forfeit credit for that semester's work. A case of prolonged illness will be an exception if the student is able to make up the work. A doctor's statement recommending an extended absence must be submitted to the school office. Students will be required to make up assignments in a reasonable manner as directed by teachers/administration.

Tardies:

Students are required to be in their classroom and in their seats ready to begin work, when the bell rings. Failure to be on time causes disruption to the class and takes away from a teacher's preparation. Students who are tardy to any class should report to the school office to receive a tardy slip. This slip will be required to enter class after the bell has rung. Secondary students are considered tardy if they are 10 or less minutes late to class; otherwise, they are considered absent. Unexcused tardies for secondary students will result in detention.

Morning Tardies:

Students arriving after 8:15 a.m. for elementary and 8:30a.m. for secondary are considered tardy and must report to the office for a tardy pass. This pass must be given to the teacher before the student will be admitted into the classroom. A signed note or phone call from a parent is required for the tardy to be excused. Excused tardies are those that are beyond the control of the student/parent such as weather conditions or accidents. A tardy will not be excused when it might have been avoided by better planning of the student or parent. Parents/guardians who habitually bring their children late to school will be contacted by Administration. Failure to address the issue may result in the loss of parent's privilege to excuse tardiness. A continued pattern of tardiness may result in dismissal. Students who arrive after 9:30a.m. will be recorded as a half-day absence for elementary students. Secondary students are considered tardy if they are 10 or less minutes late to class; otherwise, they are considered absent.

College Visits:

Students are encouraged to visit colleges of interest during the school holidays. Seniors will be allowed two (2) excused absences for college visits during each semester. Pre-arranged absence procedures should be followed to notify the school. Students must attend such visits with an adult chaperon or designee and provide evidence of visit upon return as requested. Seniors invited to attend College Spring Testing are given excused absences if a pre-arranged absence form is submitted.

Early Student Checkout:

Students may be excused for medical appointments or occasional special needs as approved by parents and administration. Any student leaving school for any reason before the end of the school day must sign out in the school office. Elementary students must have a parent or legal guardian sign them out. If the student returns to school later that same day, the student is required to sign back in at the school office. Early checkout should be avoided if possible. Important instructions and reminders are given at the end of the day, as well as written communications to parents. Early checkouts prevent students from obtaining important information.

Finances

Payment of Tuition

Accounts may be paid by the year or a ten-month installment through FACTS. A family account must be set up through FACTS to pay tuition and other fees. Help with the enrollment process or other questions may be directed to 1-866-441-4637.

There is a discount for paying an entire year of tuition in full. If tuition is paid in full, a 3% discount will be applied for each student paid in full. This discount is based on the entire year and does not apply to partial year tuition. Should a student withdraw from SCA before the end of the year, the discount will not be given, and settlement of accounts will reflect the loss of the discount.

Tuition is assessed by the month. A full month's tuition will be charged regardless of the number of days attended during the month. No discounts will be given for not attending a full month. No partial monthly refunds will be given if a child is removed from the school for any reason. Enrollment fees are non-refundable.

Accounts must be at a zero balance on or before the last day of school. If an account is in arrears at the close of school, or if any fees or charges are due, report cards will not be issued, nor records released. Re-enrollment for the following year will not be possible until the account or fees are paid in full.

A 10% multi-child discount is given to all younger siblings of new students and families that are not currently enrolled at Summit Christian Academy. If pre-enrolled by May 2017, your multi-child discount remains the same and is given to all younger siblings of currently enrolled students in Summit Christian Academy.

Discounts will be calculated and applied by the Summit Accounts Receivable office to qualifying students. Discounts are for tuition only. There are no discounts for fees. For further information, please contact our Accounts Receivable Office at 251-1997 ext. 124 or email accounting@sca-eagles.com.

TUITION POLICY

If an account is not paid before the last business day of the month, the student may be suspended from school for non-payment of tuition. Students may be re-enrolled after the account has been brought current and the parents guarantee future incidents will not reoccur. All balances due to FACTS, Summit Christian Academy (SCA), The Assembly at Broken Arrow, or the Lunch Program must be paid in full before SCA will accept a student's application for re-enrollment.

All balances due FACTS, SCA, The Assembly at Broken Arrow, or the Lunch Program must be paid in full by the last day of school. Student records cannot be released to a third party (school district, scholarship service, medical facility, etc.) until all balances are paid.

Reasonable attempts to collect balances due will be made by FACTS, SCA, and The Assembly at Broken Arrow. If these attempts fail, or if there is an apparent attempt to defraud FACTS, SCA, or The Assembly at Broken Arrow, collection attempts will be handled by appropriate legal representation.

Students enrolling in SCA must adhere to the financial agreements established by the SCA Board. Every effort will be made to accommodate students and families with family emergencies and legitimate financial difficulties.

SCA and The Assembly at Broken Arrow reserve the right to amend the tuition policy at any time with a thirty-day written notice, in advance, to parents/guardians and patrons. All withdrawals, whether before the school year begins or during the year, must be made in writing at least 2 weeks in advance. For students withdrawing, tuition may be pro-rated on a monthly basis.

General Policies and Information

Cell Phone Policy

A secondary student may use his/her cell phone between classes and at lunch. Cell phone use is not allowed in the classroom unless the teacher has allowed it for learning purposes. If a cell phone rings, vibrates, or is seen being used during class, the phone will be confiscated. An elementary student must turn off the cell phone and store it inside his/her backpack for the duration of the school day unless the teacher has allowed it for learning purposes. Student cell phone use on any field trip will be made at the discretion of the supervising teacher. Teachers have been instructed to immediately confiscate a cell phone of a student violating this policy and turn in to the Administrative offices. First violation, the student will receive the cell phone at the end of the day. Consequences for further violations will be determined by the Administration.

Chapel

Chapel services are held weekly and parents are always welcome to attend. Students must attend chapel services. Chapel for middle school and high school students is facilitated by the Youth Pastor of The Assembly at Broken Arrow. Chapel for elementary students is facilitated by the Children's Pastor of The Assembly at Broken Arrow. Chapel services are characterized by excitement, lively worship, active participation, and anointed messages. An emphasis is placed on praising God through song and incorporating God's Word into our daily lives but no child will be coerced into any belief. Students will often participate and lead in chapel activities. Some goals of our chapel service are:

- to worship God in Spirit and in Truth
- to reinforce important Biblical character traits and principles
- to encourage students to dedicate their lives to God
- to promote each student's commitment to life-long Bible learning
- to encourage time at the altar in the presence of and in close communication with God

Chapel should not replace local church participation.

Every student is expected to demonstrate faithful church attendance and participation.

Complaint Procedure

If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. (Matthew 18:15-16)

Our approach to problem solving is based upon biblical principles, including *Matthew 18*, and is summarized as follows:

- Do not be easily offended. Remember, we all want to do the right thing.
 - Start with prayer about the matter and examine your (and your child's) motives and heart.
 - Then, go to the teacher or person involved and discuss the problem together.
 - If no resolution can be achieved at this point, contact the office to request a meeting with the Administrator. Problems are solved by going to the source--not to other school parents, neighbors, relatives, or friends.
 - In all things, it is important to keep the unity of the Holy Spirit. Using a biblical pattern will keep our school family strong and growing.
1. **Pray about it.** *Ask God to help you make your complaint in such a way that it will result in the betterment of SCA, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2, Colossians 3:13-17.*
 2. **Do you have facts or rumors?** *If, after seeking God's guidance, you sincerely think your complaint must be expressed, do so with the willingness to be a part of the solution. Express it promptly and to the RIGHT person.*
 3. **Complaints** *against a specific individual should be expressed first to the individual and need to be expressed to the Administration only if you cannot work it out between yourselves or if you feel he/she should know about it.*
 4. **Express it** *clearly, calmly, and with an open mind. Make sure the person who you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why. Misunderstandings of complaints could lead to further problems and needless hurt feelings.*

5. **Do not broadcast it.** *Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hurt feelings result when problems and dissatisfactions are expressed to persons other than those who are directly involved with the problem and an impression of disharmony is presented.*
6. **Offer a solution.** *What lessons were learned? How can we avoid such problems in the future? Surely God wants us to seek His will in all things, especially cases of dissatisfaction. May God's kingdom prevail despite the imperfections of His people.*

Computer Lab/Internet/E-mail Use Policy

The computer policy is presented as an agreement between the student, the parents, and the school. Each student and parent will be required to read, sign, and return a copy of the policy to the school office. Students' use of SCA computers or personal computers on campus is limited to educational instruction and research, supportive of and consistent with the basic philosophies of SCA. Computer usage on campus is not intended for personal use/entertainment without teacher approval.

- Students shall not play computer and/or internet games on school or personal computers without teacher approval.
- Students are not allowed free internet surfing on school or personal computers. Teachers will instruct students to visit specific internet sites for educational purposes. Only these sites shall be viewed.
- Students shall not listen to online music at any time. No headphones of any kind will be used except as directed by the teacher.
- Students shall not modify, copy, or download any software or computer settings, including creating, modifying, or rearranging desktop icons on school computers.
- Students shall not open, view, move, hide, delete, copy, duplicate, or alter any files, except for their own. Passwords are issued by SCA. The issuance of a password or other restrictions on access is intended to prevent unauthorized access by others and does not create an expectation of privacy for any student using the computer. Students are prohibited from accessing password protected information.
- Students are not allowed to save any work to the computer. Students are to save all work to a flash drive or burn to a CD.
- Students shall not use Instant Messaging.
- Students may use e-mail for appropriate school related matters. Abusive language is not to be used in email nor any statements to distress, harass, threaten or annoy another person.
- Students shall not access or e-mail objectionable, obscene, pornographic, or vulgar content.
- Student use of a computer should always be lawful and used in a manner that does not violate copyrighted material.
- Students should not reveal personal contact information about yourself or any other person while using email or computers. Promptly notify your teacher if you receive a message you consider to be inappropriate or which makes you feel uncomfortable.
- Do not reveal any financial information when using the internet or e-mail. SCA shall not be responsible for any financial obligations incurred using SCA's computers.

Violation of these policies may result in disciplinary action, up to and including being suspended from all computer use. Such a suspension may result in loss of scores and grades on projects requiring the use of school computers. Additionally, further discipline may be imposed under the SCA Student Handbook.

Contacting Teachers

To contact a teacher, parents may call the school office and be put through to the teacher's voice mail. Teachers will not be able to receive phone calls during classes. The teacher will return your call at his/her earliest convenience. Parents may also contact the teachers through email. Any staff member's email address is their first initial, last name @ summit.school (i.e. Sally Smith = ssmith@summit.school). If the matter is urgent or needing immediate attention, please contact the school office.

Dangerous Weapons

To provide a safe environment for the students and staff, the possession of dangerous weapons is always prohibited at school or at any school-sponsored event. The prohibition includes, but is not limited to, any person having a dangerous weapon in his/her possession, including on his/her person, in a vehicle parked at school or a school sponsored event, on school property regardless of whether such is in a locker, desk, file drawer, briefcase, purse, backpack, or the like.

A dangerous weapon includes, but is not limited to, a pistol, rifle, shotgun, brass knuckles or artificial knuckles of any kind, knife, regardless of length or sharpness of the blade, firearm shells or bullets, mace, pepper spray, and any item the principal purpose of which is for use as a weapon, whether offensive or defensive, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical material such as pepper spray or mace. This list of dangerous weapons is by way of example and shall not be considered an exhaustive list of prohibited items.

Any student in possession of a dangerous weapon in violation of this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be subjected to disciplinary measures, including suspension, dismissal, or expulsion from school. Students violating this policy may also be reported to law enforcement authorities.

If a student or other person has a reasonable suspicion to believe a student or other person is in possession of a dangerous weapon in violation of this policy, he/she shall immediately report such to a teacher or principal.

If a teacher or other school employee has a reasonable suspicion to believe any student or other person is in possession of a dangerous weapon in violation of this policy, he/she shall immediately report the matter to an administrator. The administrator or designee shall immediately investigate the matter and contact the police, if appropriate. If not already confiscated and if it can be accomplished without risk of injury, the administrator should take possession of the dangerous weapon.

Discrimination/Harassment

Prohibited conduct includes, but is not limited to, derogatory remarks and acts, including slurs, epithets and other verbal, written, graphic or physical conduct of a hostile, intimidating, abusive, bullying, degrading, threatening or violent nature.

A student or the student's parent should report a complaint of discrimination or harassment to the principal. The student or the student's parent may also report a complaint to the teacher or staff member, who then is to immediately notify the principal of the complaint. The principal or a designee shall investigate the complaint and at the end of the investigation, appropriate disciplinary action may be taken. Both parties shall be notified of the results of the investigation.

Retaliation against an individual who complains of the prohibited conduct, who testifies on behalf of a complainant, or who assists or participates in an investigation or proceeding under this policy is also prohibited and may result in appropriate disciplinary action.

Drugs, Alcohol, and Tobacco

Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, tobacco, e-cigs, alcohol, including beer, illegal or illicit drugs, drug paraphernalia, or other mood-altering substances while at school or at any school-sponsored event. Illicit drugs include steroids, prescription, and over-the-counter medications being used for an abusive purpose, including when such drugs are not used in accordance with the prescription or directions for use and are not being used for treatment of a current medical condition of the student. Mood-altering substances include paint, glue, aerosol sprays, and similar substances.

Violation of this policy may result in imposition of disciplinary measures, which may include suspension, dismissal or expulsion from school. Students violating this policy may also be reported to law enforcement authorities. Anyone who reasonably suspects a student is violating this policy should report such information to an administrator.

Evacuation and Other Emergency Policies

The school will conduct regular drills to prepare the students for efficient emergency classroom evacuation. Evacuation routes are posted in the classroom's Egress manual with all emergency policies.

Extended Care Procedures

Extended care is available for kindergarten through fifth grade students from 7:00 a.m. until 6:00 p.m. and requires additional enrollment through Summit Early Learning Center. Please check with the SELC office at 918-258-8502 for current prices and programs available.

Field Trips

Educational field trips help to concretely teach the broad aspects of community life. These trips are part of the school day and curriculum. Parents will be notified as to when the field trip will take place. Permission slips must be returned before the field trip. Fees may be charged to cover expenses. Parents are encouraged to attend and chaperon field trips; however, siblings may not accompany parents on field trips at any time. A favorable background check must be completed prior to attending any field trip. Background checks need to be renewed every two years.

Food Allergies

If your child has food allergies, we are required to have an original note from your child's physician on file in the school office. Students allergic to milk will have the option of drinking water or bringing a beverage from home. If your child has a food or milk allergy, use your discretion in selecting hot lunches. Substitutions will not be made, except for students for whom a particular food represents a life-threatening situation.

Grading System

The reporting process is designed to convey the development and growth of each student based upon the following standards:

<u>Marks for Kindergarten</u>		<u>Marks for First through Twelfth Grades</u>			
+	Meets Expectations	A	90-100	D	60-69
✓	Developing	B	80-89	F	0-59
-	Does Not Meet Expectations	C	70-79		

Progress reports are emailed to parents several times within each semester to indicate student progress. Elementary grades are given on a semester basis and the average of both semesters determines the year end grade for each course. Secondary (5th-12th grades) grades are given on a semester basis.

Homework: General Information

Parents are encouraged to assist in seeing that homework is completed neatly and correctly; however, it is the student's responsibility and he/she must complete the actual work. Parents are invited to discuss homework cooperation with the child's individual teacher. Parents should insist that the child bring home papers, tests, projects, etc., for them to see. Children should regularly, though not necessarily daily, bring homework and completed work home.

Homework may be given for any of the following reasons:

For drill: such as spelling words and multiplication tables.

For practice: following classroom explanation, illustration, and drill, so that material will be mastered.

For remedial activity: various activities to strengthen any weak subject areas.

For special projects: such as book reports, compositions, research, etc.

Guidelines for homework:

- Teachers endeavor to stay within a 20 minute time limit as a guideline when assigning homework. This homework guideline *does not include* test preparation.
- We strongly encourage attendance to a Wednesday evening worship service. Therefore, no homework is assigned on Wednesdays and tests will be scheduled to avoid Thursdays as much as possible.

Here are some ways to help your child with his/her studies:

1. See that your child has an organized and complete record of assignments.
2. Provide your child with a quiet, secluded study place. Check ventilation, lighting, heat, etc.
3. Keep distractions of any sort to a minimum. T.V., radio, and cell phones should be off if they are distracting.
4. Plan and reserve study time, write out a study schedule, and hold to the schedule as firmly as possible to ensure that the study time is effective.
5. Check periodically to see how much and what kind of work is being done. Showing interest can help and encourage students. Make certain the child is working independently. If there is a problem, pray about it together.
6. Be certain that all necessary tools and materials are available, including paper, pen or pencil, rulers, books, compasses, protractors, crayons, and other helps.
7. Plan for regular five-minute breaks during study time and to do something stimulating every 30 to 60 minutes.
8. Emphasize learning and not only marks or grades. Reading and studying are as important as written assignments.
9. Discuss lessons with your student.
10. Demonstrate through your time that schoolwork is important.
11. Parents and students may view the teacher's lesson plans on-line.

Homework: Make-Up Assignments

Students with an excused absence for illness are allowed twice the number of days absent to make up schoolwork. (If a student is absent on Monday, for instance, all homework will be due on Thursday of that week.) Students who are absent from classes for school activities (including athletes) and those who are absent for a pre-arranged absence (i.e. college visit) are expected to have completed assignment upon return. Students should be prepared to take a quiz or test. Students who miss a test or quiz due to an excused absence are responsible to make arrangements with that teacher to make-up the test/quiz within the same allotted time period. The test/quiz should be taken before or after school or at lunch, rather than during class. Any examination or assignment announced during the student's presence in class or which is regularly scheduled (e.g. semester test), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, the student shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test shall be administered to him or her one day following his or her return to class. It is the student's/parent's responsibility to get all homework assignments when the student is absent. Assignments may be obtained directly from the teacher upon return or on-line.

Incompletes

Students receiving an incomplete at the end of the semester must make up all missing work no later than the guideline of two days for each day of an excused absent. For exceptional circumstances, the student and his/her teacher(s) may elect to set up a special schedule for late work to be completed. In this case, the student is responsible to confer with the teacher(s) to request a special schedule. Failure to meet specified deadlines may result in the incomplete being reported as a failing grade. Incompletes function as a zero for SCA all students.

Insurance Coverage

SCA parents understand and acknowledge that each family assumes the responsibility of the costs due to injuries to their children incurred at the school, on the school grounds, during field trips, athletic events, or other school sponsored activities.

Late Homework

Students and parents have pledged to keep up with school homework. This is an honor system. Late homework will receive lowered grades according to the policy of the teacher. Variations in loss of grading will not be subject to complaint, since any acceptance of late homework is a matter of grace. Each teacher will supply students with a written statement of his/her late homework policy. In addition, the policies may be viewed on-line. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's dismissal. Student homework is due when collected by the teacher in class; any homework turned in after this time is considered late.

Liability and Dispute Resolution

Parents enrolling their children in SCA understand and acknowledge that the school while it will exercise reasonable care and supervision simply cannot control all activities that may occur at school or school related events. Parents and legal guardians agree they shall release and hold harmless the school, its administrators, principals, teachers, staff, volunteers and agents, and The Assembly at Broken Arrow Church, its Pastors, Board, employees and agents, from any and all liability, claims, losses, damages, or actions of any nature related to or arising from their child's attendance at SCA or a SCA related activity, except for instances of gross negligence or willful misconduct.

Parents and legal guardians further agree that all liability, claims, losses, damages, or actions which cannot be resolved through discussions between the school and parents or legal guardians, shall be resolved through mediation, and if necessary arbitration. It is agreed that this method shall be sole means of resolving disputes, and each party waives their right to file a lawsuit against one another, regardless of the nature of the claim, except as necessary to enforce the award rendered by an arbitrator. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association and shall be decided by one arbitrator. Each party shall bear their own costs and attorney fees, unless decided differently by the arbitrator.

Lost and Found

Label all coats, jackets, clothing, lunch boxes, supplies, and games. This expedites the search for the rightful owner of any lost item. Inquire at the school office for the location of the lost and found. Unclaimed items are periodically donated to a local charity. SCA is not responsible for lost or stolen items.

Lost Textbooks and Library Books

Textbooks are loaned from the school on a per-year basis. Should a child lose a book, or return it in an unusable condition, the replacement cost of the book will be charged to the student's account. A hold will be placed on grade cards and transcripts until the book is returned or charges paid.

Students are responsible for the library books they check out. Consequently, if a book is lost or damaged, the student who checked it out must make restitution for the book. A hold will be placed on grade cards and transcripts until the book is returned or charges paid.

Lunches

Students have the option of bringing a lunch from home or purchasing a hot lunch. We prepare nutritious meals in our school kitchen every day. A menu is sent home monthly as well as available on line. Juice or extra milk may be purchased.

Hot Lunches: Each morning students are to inform teachers if they will be eating a hot lunch. Please call the school office by 9:00 a.m. to order a hot lunch if your child will not be in class at 8:30 a.m.

Salad Bar: Students in grades 5th-12th may purchase the salad bar.

Lunch Prices: Please contact the Food Services Director for current lunch prices

You are more than welcome to come eat lunch with your child. Please call the office by 9:00 a.m. if you will be purchasing an adult meal. Contact the Food Services Director for current adult meal prices.

Sack Lunches: You may send a lunch to school with your student in a sack or other container. Juice or milk may be purchased for an additional cost. There are no facilities for refrigerating lunches brought from home. It is recommended that insulated containers be used to maintain food at the desirable temperature. *Microwaves are available for secondary students with permission to heat lunches brought from home.*

Students leaving campus for lunch: Students wishing to leave campus for lunch must be checked out through the front office in person by a parent or guardian.

Medication

Students having a health need for medicine to be taken during school hours shall deliver the medicine to the school nurse in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student by the school nurse or a designated employee, pursuant to the parent's instructions and in accordance with the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. In the event the medication is to be given over a period longer than two weeks, a physician's written statement must be provided. If there are no changes, the physician's written statement must be renewed yearly.

If a student brings medications to school without the required written authorization, the school will inform the student's parent or guardian of the inability to give the medication. The student's parent or guardian may, however, come to the school and dispense the medication to the student.

Students who are able to self-administer specific medications (inhalers) may do so only in accordance with the following guidelines:

A licensed physician or dentist provides a written statement to the school that the student has a medical condition (asthma, etc.), is capable of and has been instructed how to properly administer the medication. The student's parent or guardian is responsible to provide to the school the required written statement.

Parents and guardians who allow for the student to self-administer medication agree to release and hold harmless the school, its administrator, agents and employees, and The Assembly at Broken Arrow Church, its Pastor, Board, agents and employees from any claim, adverse reaction or injury suffered by the student as a result of the self-administration of medication. Students who self-medicate are prohibited from sharing or playing with their medication. Additionally, the school is not responsible for safeguarding the student's medications.

Nonprescription medication will only be administered by the school with prior written authorization of the parent or guardian, or in the event written authorization may not be readily obtained, verbal authorization from a parent or guardian must be obtained. Nonprescription medication will be administered according to label directions or written instructions from the student's physician, if provided.

Parental Responsibilities

Parents play a vital role in the school by contributing their time, talent, enthusiasm, experiences, and resources in a variety of ways. Parents' help and support is greatly appreciated. It is for these reasons we ask the parents of SCA students to:

Support the school and staff with your prayers, cooperation, and financial faithfulness.

- Set a Godly example in your home, in church attendance, and involvement in service.
- Train your children in areas of respect, obedience, responsibility, orderliness, punctuality, and positive attitudes.
- Provide adequate and nutritious meals (including breakfast), ample sleep, and rest for your child.
- Participate in your child's education, both at home and at school by volunteering to help when you are available.
- Promote SCA in your community, church, and circle of friends.
- Always support the policies and discipline of the school. Address concerns through proper channels and never in the presence of children.

Communication

We believe that good communication is a key to the success of a school. We will endeavor to be good communicators with you. We adhere to the communication principles found in Matthew 18 verses 15-17. We believe that they are applicable to the Christian school setting. If you have a question or concern about something in your child's classroom, please call your child's teacher to discuss the situation. Most times this simple act will resolve any misunderstandings or problems. If this does not resolve the situation, call the administration to arrange a meeting with you and the teacher. If you have any questions regarding school policy or programs, call the school office. Conversely, we will try to contact you if any problems arise, or if we have questions or concerns. Many times, the school and parents receive information secondhand through the child, and unfortunately, it is not always completely reliable. So please, contact us if you have a question and we will try to do the same.

Parent-Teacher Conferences

Parent –Teacher conferences are scheduled before Fall and Spring Break. The purpose of parent-teacher conferences is to strengthen the bonds of teamwork between parents and teachers; and to provide a time of communication regarding classroom work and progress. The following areas may be covered during this time:

- Parent/teacher prayer for the specific needs of the student/family.
- Identification of immediate challenges (i.e. behavioral needs, homework issues).
- Exchange of insights regarding the student.
- Review of the skills and objectives mastered this quarter.

Personal Spiritual Counseling

Because we take a personal interest in the student, there will be a continued effort from the teachers and administration to encourage and guide the student in spiritual, academic, and personal matters. Pastoral staff may be available to counsel students at the recommendation of the administration and desire of parents.

Photo Rights

All families give the right to SCA to have their picture and/or likeness used in school publications. Families in objection to this policy must notify SCA in written form no later than 30 days after the beginning of the school year.

Pledges

As part of the daily "opening exercises", we salute and pledge to the American flag, Christian flag, and the Bible and participate in cooperative prayer. Patriotic and Christian songs may be sung. Students are expected to stand at attention and participate in each pledge. Please help your child learn the words to the following pledges.

AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one brotherhood, uniting all true Christians in service and in love.

BIBLE

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

Progress Reports and Report Cards

Parents of first through twelfth grade students may view their student's progress and grades online at any time through Renweb. A progress report will be emailed to all students monthly except January and May. Report cards will be issued to students (January and May) at the end of each semester.

Resource Room

Summit Christian Academy provides a Resource Room for students who have documented ADD / ADHD or have been diagnosed with a mild learning disability. Resource Room instruction is offered in the areas of written expression, basic reading skills, reading comprehension, listening comprehension, math calculations, and math reasoning. Parent / teacher recommendation, current diagnostic evaluation, observation, and classroom work samples are used to determine a student's eligibility for special services. Enrollment is limited.

School Closings

In the event of inclement weather or other disaster, school closures will be reported on the local stations: KJRH Channel 2, KOTV Channel 6, KTUL Channel 8, and Fox 23 or on the SCA Facebook page.

Searches and Seizures

The school has a substantial interest in maintaining security and a safe drug-free learning environment at school and school related activities. The school may conduct searches and seize items found which are in violation of the school policy or may impact the learning environment at the school. The searches may be with or without reasonable suspicion, random, or unannounced. Searches will be conducted by school officials or local police authorities, and specially trained weapon and narcotics dogs may be used.

Student Locker or Desk

Students will have no expectation of privacy in school lockers or desks. Student lockers and desks may be unlocked and inspected and/or searched at any time, without reasonable suspicion of a violation of a school rule, prior notice, the student's presence, or the student's consent to such a search. By the acceptance of the assignment or use of a school locker or desk, students consent to any and all inspections and searches and acknowledge that they have no privacy in such locker or desk. Students shall only use locks provided by the school on school lockers. Students are to use only the locker specifically assigned to them. The use of a locker not assigned to a student is prohibited. All items in a locker shall presume to be owned by the student assigned to the locker.

Student Vehicle or Possession

The principal or designee is authorized to search, including the use of drug or weapon smelling dogs, any student's vehicle and any property in the student's possession while on school premises, or at school activities, for possession by the student of any item which is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee or the school.

The decision to search must be based upon a reasonable suspicion that the student to be searched has committed the violation of school rules and evidence of the violation may likely be discovered in the search. Prior to conducting the search, all the circumstances surrounding the case will be considered, including: (a) the student's age, history, and record in school; (b) the seriousness of the suspected violation; (c) the importance of making a search without delay and further investigation; and (d) the specificity and source of the information used as justification for the search.

Sexual Harassment

Sexual harassment will not be permitted or tolerated. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or verbal, physical or other sexually offensive conduct made by anyone on school property or during any school-sponsored event when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of the student's education.
2. Submission to or the rejection of such conduct is used as a basis for educational decisions affecting a student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.

Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:

1. Sexually suggestive or obscene letters, notes, invitations, graffiti, including sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters.
2. Sexually derogatory comments, epithets, slurs, degrading jokes, teasing, kidding, double meanings, demeaning comments about a student of a particular sex, solicitation of sexual favors or attention.
3. Unwelcome touching of a student, such as pinching, hugging, patting, repeated brushing against a student's body, pulling at clothing, blocking one's passage.

A student who feels comfortable doing so should directly inform the harasser that such conduct is unwelcome and must stop. The student or parent of the student should report a complaint to the principal of the student's school. A student or the parent of the student may also bring a complaint to a teacher or staff member, who then is to immediately notify the principal of the complaint.

The principal or a designee shall investigate the complaint and at the end of the investigation, appropriate disciplinary action may be taken. Both parties shall be notified of the results of the investigation.

Retaliation against an individual who complains of the prohibited conduct, who testifies on behalf of a complainant, or who assists or participates in an investigation or proceeding under this policy is also prohibited and may result in appropriate disciplinary action.

Standardized Testing

Standardized testing is given to students in second, fourth, sixth, eighth grades in the spring of each school year. This test is a comprehensive battery of tests designed to measure school achievement. The tests provide dependable achievement measurements that assist in improving instruction, evaluating progress, matching test content and instructional objectives, and provide meaningful information for teachers, administrators, and parents. Parents are given a comprehensive, narrative interpretation of their child's test results.

Student Health Policies

A medical form is to be completed yearly for each student and be on file in the front office. Please notify the office during the school year to update your child's information.

Whenever your child is unable to attend school due to illness, the parent shall call the school office at 918-251-1997 by 8:45 a.m. to report the absence and the nature of the illness.

1. Starting the day. Please pay careful attention to your child's condition each morning. If your child is not feeling well, please check his/her temperature, and keep him/her home if there is a fever of 100 degrees or over. *If vomiting occurs, regardless of whether or not there is a fever, please do not send your child to school.* If a severe cold is present or you suspect strep throat or any other contagious condition, please notify your doctor and do not send your child to school. Please do your part in stopping the spread of diseases among SCA children.
2. Fever at school. When a child complains that he/she is not feeling well, the teacher will send the child to the office. Office personnel will check the child's temperature and call the parents if there is a fever of 100 degrees or above. The child should then be picked up from school within 1 hour. For this reason, it is important that the school has the correct home and work telephone numbers of both parents and another emergency contact person, such as a grandparent or other relative.
3. Aches and pains at school. Children who complain of a headache, stomach ache, etc., but have no fever (or have a temperature not above 100 degrees) will be encouraged to stay in the classroom. Parents may be called to pick up their child if he/she is not well enough to participate in class activities.
4. Returning to school. Children who stay home with a fever need to *wait 24 hours after the temperature has returned to normal* before returning to school. Please do not administer fever-reducing medication to your child and send him/her back to school before making certain the temperature has been normal for 24 hours *without* the use of fever-reducing medication. Parents should allow their child to regain his/her strength before he/she is sent back into the busy school routine.
5. Communicable diseases. Children who contract communicable diseases must meet public health regulations listed below before returning to school.
 - *Chickenpox* - Children should remain home until six (6) days after the first crop of eruptions and may return to school after scabs have formed over all eruptions. These scabs are not infectious.
 - *Head Lice* - Students infested with lice shall be excluded from school until treated with anti-parasitic shampoo, and until all nits have been removed. Parents must bring their child back to school and have his/her hair examined before being re-admitted to class. If lice or nits are still present, the parent will be asked to take the child home and repeat the treatment and/or consult a physician.
 - *Measles* - Children should remain home until four (4) days after the rash appears.
 - *Mumps* - Children should remain home for ten (10) days from the onset of the illness.
 - *Pinkeye* - Children should remain home until there is no discharge from the eye and 24 hours after medical treatment has begun.
 - *Ringworm of the skin and scalp* - Children should remain home until they have been under active treatment by a physician. The physician shall certify that the child or student is under continuing medical care at two (2) week intervals until the cure has been effective.
 - *Rubella (German Measles)* - Children should remain home for seven (7) days after the onset of the rash.

- *Scabies* - Children should remain home until adequately treated with scabicide.
- *Strep Throat* - Children should remain at home until 24 hours of appropriate antibiotic therapy has begun.

Students who show signs of a communicable or infectious disease, including skin rash, impetigo, and lice, will be excluded from school until the condition is cleared.

Telephones

Only emergency telephone messages for students and teachers should be made to the school office at 918-251-1997. No student or teacher will be called out of class to receive a phone call except in case of an emergency. The office will make every effort to relay these messages promptly without interrupting class time. The use of office phones are restricted to school related business and are subject to approval by office personnel. Personal matters should be handled at home before the student leaves for school. Forgotten books, homework, or lunches are not viewed as emergencies. Students wanting to use the telephone during the school day must secure permission from their teacher.

Students may use cell phones between classes and at lunch. Students are not permitted to use cell phones during class time unless directed by the teacher for learning purposes. If a cell phone is seen in use or is heard ringing or vibrating, it will be taken by the staff, and held in the administration office. Please see the complete cell phone policy located on page 12.

Tutoring

SCA teachers offer tutoring at their convenience before and after school. It is the student's responsibility to determine when tutoring sessions will be offered. The administration does not promote faculty members to be financially involved in tutoring during the school year. Tutoring during the summer vacation is available for a nominal fee by approved faculty members. Contact the school office for more information.

Visitors

To maintain security of our campus, all visitors must report directly to the school office for a visitor's badge. Visitors, who have been sent by parents to pick up children because of sickness, doctor's appointments, etc., should report to the School Office and wait until the child is excused from class. When visiting a class, please leave small children at home.

Visitors are to wear attire that is conservative, modest, and appropriate. The SCA staff reserves the right to determine what is and is not appropriate dress at school and school functions.

Elementary Discipline Policies and Information (Kindergarten-Fourth Grades)

Behavior: General Rules

The following rules are in addition to the published Standards of Conduct:

1. Students shall be respectful of the rights and property of others.
2. Students shall respect the authority of the faculty, staff, and administration, and use good manners at all times.
3. Students shall adhere to the principle given in Matthew 18:15 regarding any misunderstanding with a student, teacher or staff person. These matters shall be handled privately and directly with the party involved.
4. Students shall use only language that is pleasing to God. (See Code of Conduct)
5. Students shall not possess any type of weapon, ammunition, or other explosive devices (real or simulated) on the SCA campus or at any school activity or function.
6. Students shall not possess, use, or be under the influence of any controlled substance, alcoholic beverage, or inhalant.
7. Students shall not possess or use tobacco, tobacco products, or e-cigs.
8. Students shall not use cell phones during the school day.
9. Students shall not possess or use the following items during the school day: radios, CD players, IPODS, electronic devices, cameras or other items deemed inappropriate by SCA Administration without teacher approval for learning.
10. Students shall not run, yell, or act in a disorderly manner in the school building. During passing time, voice volume must be kept at a normal tone.
11. Students shall not chew gum on the SCA campus during the school day.
12. Students shall not throw snowballs, rocks, sticks, dirt clods, etc.
13. Students shall use all materials such as book covers, backpacks, lunch boxes, locker decorations, etc. which reflect our standards of good taste and modesty.
14. Students shall follow the dress code except on special occasions when permission has been granted by the Administration.
15. Students shall use all school equipment appropriately. Except in the cases of unavoidable accidents, students are liable for all damage they cause to SCA property, equipment, and/or materials. Lost or damaged school equipment, property, or materials shall be replaced by the individual(s) responsible, or a fine shall be assessed for the damage or abuse of the equipment, property or materials.
16. Students shall not have inappropriate physical contact between boys and girls such as holding hands, kissing, hugging, or other displays of affection which are strictly prohibited on campus (including the parking lots) at all times.
17. Students shall not ride skateboards on SCA property at any time.

Discipline Philosophy

SCA believes that encouraging educational and spiritual growth in a safe and healthy environment is absolutely essential. The policies of the school are designed to help students and faculty work with each other in a controlled and pleasant atmosphere.

The best discipline is self-discipline. We expect each student to learn the rules and to obey them. We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in the manner that they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Teachers are responsible to maintain control in their classrooms and to enforce rules and policies whenever they encounter students on the entire school campus.

Any behavior, which disrupts the educational process or interferes with the core principles of teaching and/or learning, including the refusal to abide by school rules, will result in administrative intervention. No one will be allowed to physically or verbally threaten any student or staff member. The ensuing disciplinary action and consequences will be decided upon by the administration as outlined in the SCA Student Handbook.

Students need to inform their parents of any disciplinary actions taken by their teacher. Most issues can be resolved within the context of the home. If a misunderstanding occurs, parents and staff will follow the principle outlined in Matthew 18:15. Should the situation remain unresolved, the first step a parent should take is to contact the teacher involved. Mutual consideration and cooperation of teacher and parent will bring about the desired results. If necessary, the teacher will consult with the Administration.

Discipline Policy

At SCA, our classroom expectations are based on love and respect for one another. We want to promote a safe and secure environment in which your child can excel. We strive to make each child feel welcome, loved, and needed.

To accomplish this, we expect each child to follow Christ's example. Classroom and school procedures are based on the Honorable Character Christ has called us to reflect.

1. *Honor – Give preference to one another. Romans 12:10*
2. *Obedience – Obey...for this is right. Ephesians 6:1*
3. *Diligence – Whatever your task, work at it heartily. Colossians 3:23*
4. *Wisdom – Who among you is wise? Let him show by his good behavior. James 3:13*
5. *Kindness – Be kind, tenderhearted, and forgiving. Ephesians 4:32*
6. *Self-Control - Be quick to hear, slow to speak, and slow to anger. James 1:19*
7. *Orderliness – Let things be done decently and in order. 1 Corinthians 14:40*
8. *Service – Serve one another in love. Galatians 5:13*
9. *Attentiveness – Hear and increase in learning. Proverbs 1:5*
10. *Cooperation – Look beyond your own interests and consider others. Philippians 2:4*
11. *Initiative – Be doers of the Word, and not hearers only. James 1:22*
12. *Honesty – Delight the Lord with truthful ways. Proverbs 12:22*
13. *Forgiveness – Do not pay back wrong for wrong. 1 Thessalonians 5:15*
14. *Responsibility – Each of us will give an account of himself. Romans 14:2*

On the first day of class, each teacher will explain in detail what it means to follow Christ's perfect example in these areas. We strive to make our expectations understood by all students and believe the clearer the expectations, the less often problems arise.

We will be diligently watching for Christ-like behavior and noting that on a classroom clipboard. Periodically, your child will receive a reward for accumulating honorable character traits. Likewise, if a dishonorable character is shown, it will be noted and redirected with guidance to a more helpful behavior. Parents will be contacted when behavior deems necessary.

Just as each child is unique, each situation will be uniquely approached. The ultimate goal is that your child learns to self-regulate behavior.

***Severe Clause-The student is sent directly to the principal for correction and training. The above discipline steps are bypassed. Parents will immediately be notified of student's misbehavior. These offenses may result in other appropriate disciplinary action or out-of-school suspension pending an expulsion study by the administration.

Examples of severe behavior include, but are not limited to: fighting, cheating, stealing, possession or use of weapons, etc.

Suspension

The purpose of suspending a student for one or more days is to help him/her realize the serious nature of the infraction or pattern of infractions and whether he/she would like to remain a student at SCA. Suspensions are defined as out-of-school suspensions. Suspensions become part of the student's permanent school record.

When a student receives an out-of-school suspension arrangements are made with the student's parents. A student on suspension is not eligible to practice, participate or attend any school activity for the duration of the suspension (this includes evening school activities such as music programs, athletic events, etc.). A student who is suspended is not to be on school campus for the duration of his/her suspension.

The student may receive zeroes for all class work during the term of the suspension. The student may schedule with his/her teachers to make-up tests or quizzes given during the suspension within the first two days after returning to school. Tests, quizzes, and major projects are the only assignments that may be made-up for credit. It is the student's responsibility to schedule the make-up time. Daily assignments must be completed and turned in to the appropriate teacher on the day of return in order to return to class. If there is a test or quiz due on the day of return, the student must be prepared to take the test/quiz that day.

Dismissal and Expulsion

The dismissal or expulsion process will be conducted with the counsel of the Discipline Review Committee. This committee will be comprised of SCA Administration and The Assembly of Broken Arrow Pastoral Staff. The parents may be asked to withdraw the student (dismissal). A dismissal is shown as a voluntary withdrawal on school records. If parents or students are uncooperative in the dismissal process, or the committee deems expulsion is appropriate, the student will be expelled, and his permanent record will be noted as such. The student will not be eligible to return to SCA.

Elementary Personal Appearance Policies and Information

Personal Appearance Guidelines

SCA has a uniform dress code. The goals of the uniform look are as follows:

- Promote unity among students.
- Provide a standard of dress that is easy to maintain and accessible to all.
- Promote neat, comfortable attire in a cost efficient manner.

Students are to appear conservative, modest, and appropriate. The SCA administration reserves the right to determine appropriate or inappropriate dress at school and school functions.

- All students must remain in standardized dress for the entire school day.
- If a student leaves campus after completing the academic day and returns to school for an organized activity/practice, he/she must return in standardized dress code.
- Clothing should fit the student and not be excessively baggy or form fitting.
- Hairstyles and accessories should not draw undue attention to the student.
- Elementary students are not allowed to wear makeup.
- SCA uniforms or spirit wear must not be altered in any way. (E.g. markings or drawings, holes, pins, rips, etc.)

GROOMING-Students must bathe regularly. Older students should take precautions against objectionable body odors.

HAIR-Boys and girls will avoid extreme hairstyles and colors which are not acceptable. Only hair colors and tints that fall within the "natural" color range and pattern are acceptable. Acceptable styles and colors are at the administration's discretion.

- Hair must be clean, neatly combed, and short enough to stay out of the eyes.
- Insignias or designs carved or dyed into the hair are not permitted.
- Boys' hair must be above the eyebrows, earlobes, and bottom of the collar.
- Boys are not permitted to have ponytails, braids, Mohawks, or "rat tails".

JEWELRY AND ACCESSORIES-Conspicuous or distracting accessories are not acceptable.

- Boys cannot wear earrings, ear studs, or jewelry in any pierced body part.
- Girls are permitted to wear no more than two pairs of modest size earrings at one time and cannot wear in any pierced body part other than the ear. Excessive hoop and/or dangling earrings are not acceptable.
- A simple necklace or chain is permitted around the neck.
- A simple bracelet or chain is permitted about the wrist. Multiple bracelets are not permitted.
- Watches are permitted providing that any alarms or functions do not disrupt the learning environment.
- Tattoos, permanent or temporary, are not permitted at any time. Students are not to mark or draw on themselves with ink, markers, etc. A student who has received a tattoo should consider having it removed or ensure that it is covered at all times while on school campus or at an SCA function.
- Make up is not allowed in grades Kindergarten through fourth grade.
- Elementary students may not carry a purse in the classroom. It must always remain in a backpack or locker.
- Caps, hats, bandanas, and scarves are not to be worn inside the building unless permitted for a specific spirit day.

SCA IS NOT RESPONSIBLE FOR LOSS AND/OR THEFT OF ANY JEWELRY OR ACCESSORIES WHILE ON CAMPUS OR SCHOOL ACTIVITY.

Standardized Dress for Elementary Boys

SHIRTS

- Shirts (long or short sleeves) need to be worn tucked in. No patterns, insignias, or brand symbols.
- Polo style pique shirt in any solid color.
- Dress shirt in any solid color.
- Turtlenecks to be worn under sweaters, polos, or Summit t-shirts/sweatshirts in any coordinating solid color.

SWEATERS

- Cardigan, zip, V-neck pullover/vests in any solid color. No patterns, insignias, or brand symbols.

SWEATSHIRTS/HOODIES

- Summit sweatshirts/hoodies may be worn with uniform attire or with jeans on Spirit days.
- Collared shirts must be worn with zip-up Summit hoodies.
- Only Summit jackets/sweatshirts/hoodies may be worn in class.

PANTS/SHORTS

- Dockers/uniform style pants or walking shorts in black, navy, or tan khaki. Pleated or flat front. Cotton twill.
- No cargo, carpenter, draw string waists, hip huggers, jeggings, skinny pants, bell bottoms, denim, corduroy, knit, or polyester.
- Must be worn at the appropriate waist level.
- Shorts - no shorter than fingertip length.
- Kindergarten may wear elastic waist pants.

BELTS

- All first through twelfth grade students must wear a belt with pants, shorts, and jeans. Belt buckles and belt adornments should reflect Christian standards of good taste and modesty.
- Kindergarten is not required to wear a belt; however, shirts must be tucked into pants, shorts, or jeans.

TIES

- All grades may wear ties with the Oxford shirt only. Ties may be any solid color, striped, or have small designs.

SOCKS

- Socks must coordinate with clothing.

SHOES

- Must have a closed back, covered toe, non-marking, clean, and in good condition.
- Tennis shoes are recommended. Must be fastened, laced, and tied during the school day.
- Casual or dress shoes are also permitted.
- No boots, flip-flops, "Crocs", roller skate shoes, mules, house slippers, "light up" shoes, extreme colors or decorations

Standardized Dress for Elementary Girls

SHIRTS

- Polo style pique shirt in any solid color.
- Dress shirt in any solid color.
- Turtlenecks to be worn under sweaters, polos, jumpers, Summit t-shirts/sweatshirts in any coordinating solid color.
- Peter Pan collar blouses in white or light blue (girls only).

SWEATERS

- Cardigan, zip, or V-neck pullover/vest in any solid color. No patterns, insignias, or brand symbols.

SWEATSHIRTS/HOODIES

- Summit sweatshirts/hoodies may be worn with uniform attire or with jeans on Spirit days.
- Collared shirts must be worn with zip-up Summit hoodies.
- Only Summit jackets/sweatshirts/hoodies may be worn in class.

PANTS/SHORTS

- Dockers/uniform style pants or walking shorts in black, navy, or tan khaki. Pleated or flat front. Cotton twill.
- No cargo, carpenter, draw string waists, hip huggers, jeggings, skinny pants, bell bottoms, denim, corduroy, knit, or polyester.
- Must be worn at the appropriate waist level.
- Shorts - no shorter than fingertip length.
- Kindergarten may wear elastic waist pants.

CAPRIS

- Dockers/uniform style capris in black, navy, or tan khaki. Pleated or flat front. Cotton twill.
- No cargo, carpenter style, draw string waists, hip huggers, denim, corduroy, knit, or polyester
- Must be worn at the appropriate waist level.
- Kindergarten may wear elastic waist capris.

JUMPERS/Polo Dresses

- Solid jumper in black, navy, or khaki.
- Plaid skirt in SCA plaid purchased only from C&J Uniform Shop.
- Solid pique polo dress in any solid color.
- No shorter than a dollar bill width from the top of the knee.
- Black, navy, or khaki shorts must be worn underneath jumpers and polo dresses.

SKORTS/SKIRTS

- Solid skorts/skirts in black, navy, or khaki.
 - ☐ Black, navy, or khaki shorts must be worn underneath skirts.
- No shorter than a dollar bill width from the top of the knee.
- May be elastic waist with no belt.

LEGGINGS/TIGHTS

- Any coordinating solid color to be worn under skirts or jumpers.
- Lace trimming must be the same color as the legging.
- No jeggings of any kind or brightly colored, striped, or patterned leggings.

BELTS

- Must wear with pants, shorts, and jeans (except kindergarten students).

SOCKS

- Socks must coordinate with clothing.

SHOES

- Must have a closed back, covered toe, non-marking, clean, and in good condition.
- Tennis shoes are recommended. Must be fastened, laced, and tied during the school day.
- Casual or dress shoes are also permitted.
- No boots, flip-flops, "Crocs", roller skate shoes, mules, house slippers, "light up" shoes, extreme colors or decorations.

There is no specific attire for chapel days. Students will wear the appropriate uniform for the day.

Physical Education Attire

Elementary students wear their school uniform to P.E. and do not change uniforms. During P.E., students are expected to wear non-marking athletic shoes. Girls must wear shorts under jumpers or skirts.

SCA Spirit Day Attire

Fridays are Spirit Days. Administration may select other days as Spirit Days.

- May wear Summit t-shirts/sweatshirts/hoodies with (blue only) jeans, jean capris, jean shorts or uniform pants/shorts/capris.
 - No overalls or jeggings permitted. No markings, drawings, pins, rips, tears, holes, etc.
 - Students not participating in Spirit Days need to be in full school uniform.
- Spirit Day attire can be purchased at the online store at the beginning of the school year.

After School Function Attire

The same standards of modesty, tightness, and shortness that apply to school uniforms apply to attire worn at after school functions.

Violations of Standardized Dress Clothing Guidelines

It is the parents' responsibility to make sure that their student comes to school in the appropriate uniform. Parents or legal guardians of elementary students will be contacted when their student is in violation of the standardized personal appearance policy. Violations may require that the parent be contacted to correct the dress code violation before the student is allowed back in class.

Elementary Policies and Information

Arrival of Elementary Students

Students may enter the building between the times of 8:05 a.m. and 8:15 a.m.

Kindergarten through fourth Grade Students: Drop off will be on the east side of the Secondary Building. Enter the parking lot from Commercial Street and form lines through the designated parking cones. For safety reasons, do not allow your student to exit the car until SCA staff is present to assist your child. Do not stop on Broadway.

Elementary students will proceed directly to the Summit Auditorium and meet for corporate prayer and pledges at 8:15 a.m. As part of the daily "opening exercises", we salute and pledge to the American flag, Christian flag, and the Bible. Patriotic and Christian songs will be sung. Students are expected to stand at attention and participate in each pledge.

Dismissal of Elementary Students

The school day for Kindergarten ends at 3:00 p.m. and ends at 3:10 p.m. for first through fourth grades. All students not enrolled in extended day services at the Summit Early Learning Center must be picked up by 3:30 p.m. Students on campus after 4:00pm are no longer under the direct supervision of SCA or its staff.

Kindergarten Students: Parents may either pick up in the walk up area (west side) or must pull through the pick up line between 2:50 - 3:10 p.m.. Students must be picked up by 3:10 p.m.

First through fourth Grade Students: Pick up is on the South side of the Elementary Building. Enter the drive up lane from the east side of Broadway Street designated by parking cones. Display the SCA sign listing your child's name in the driver's side dashboard or visor. For safety reasons, stay in your car and allow your child to be escorted to the car. For the convenience of all parents and students, teachers will not be allowed to extensively conference with you concerning your child's performance during pick up time. Please contact the teacher and schedule a conference.

Playground Rules

- Stay inside the fenced area unless given permission to exit the playground.
- Fighting and play fighting are not allowed. This includes wrestling and "karate" kicking.
- Stay off trees and fences.
- Use all equipment properly.
- Slide down the slide feet first. Do not create "chains" and slide down together. Do not slide gravel or other objects down the slide.
- Sit on bouncing seats. Do not stand.
- Rocks and sticks stay on the ground. Pea gravel or playground bark is NOT to be thrown.
- Line up immediately when the person in charge blows the whistle and/or raises a hand.
- Walk when returning to your classroom in a single file orderly manner.
- Restroom breaks should be taken before or after playtime.
- Chasing or playing "tag" is not permitted.

Party Invitations

We see the importance of students socializing with their friends outside of school. However, we also want to be considerate of children's feelings. We ask that if your child is having a birthday or other type of party and not inviting the entire class, the invitations be mailed or delivered outside of school

to avoid hurt feelings.

Promotion

In Kindergarten through fourth grades, the promotion categories will be as follows:

- *Promotion.* The student's work and achievement has been average or above average in all areas. The student is ready for the next grade.
- *Promotion with Summer School or Special Tutoring Suggested.* The student's work has been average or above average in most areas but shows some areas of weakness. Summer work is suggested to strengthen those areas.
- *Promotion with Summer School or Special Tutoring Necessary.* The student's work has shown signs of weakness and is below grade level in achievement. The student needs intensive summer instruction.
- *Retention or Exceptional Program Recommended.* The student's work does not meet grade level requirements in several areas. The student struggles to function academically and/or developmentally at grade level. The student received below average to failing grades in three or more core subjects. The student is missing grade level skills and will have great difficulty succeeding in the next grade.

God's Word is clear on who has the ultimate responsibility and authority for the final decision on matters concerning children: the parents. If the parents choose to do other than what the professional opinion of the SCA staff suggests, we will submit to the parent's decision, after putting our advice in writing. However, if SCA cannot effectively minister to the child's needs in the manner decided upon by the parents, SCA will decline enrollment.

Recess

Elementary students will have recess daily weather permitting. Please have your child properly dressed for the changing weather. A coat, hat, scarf, and, gloves is recommended to be worn during the winter months. Children go outside for recess unless they have a note from a doctor stating otherwise. During inclement weather (32 degrees or below wind chill or 100 degrees or above heat index), recess will be held inside.

Thursday Folders

On Thursdays, a newsletter will go home with information for the following week pertaining to your child's class. Other school bulletins, information, and graded papers will also be sent home on this day in a designated folder. Check this folder for important and timely information.

Secondary Discipline Policies and Information

Fifth through Twelfth Grades

Discipline Policy

SCA believes that encouraging educational and spiritual growth in a safe and healthy environment is absolutely essential. The policies of the school are designed to help students and faculty work with each other in a controlled and pleasant atmosphere.

The best discipline is self-discipline. We expect each student to learn the rules and to obey them. We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in the manner that they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Teachers are responsible to maintain control in their classrooms and to enforce rules and policies whenever they encounter students on the entire school campus.

Any behavior, which disrupts the educational process or interferes with the core principles of teaching and/or learning, including the refusal to abide by school rules, will result in administrative intervention. No one will be allowed to physically or verbally threaten any student or staff member. The ensuing disciplinary action and consequences will be decided upon by the administration as outlined in the SCA Student Handbook.

If a misunderstanding occurs, parents and staff will follow the principle outlined in Matthew 18:15. Students need to inform their parents of any disciplinary actions taken by their teacher. Most issues can be resolved within the context of the home. Should the situation remain unresolved, the first step a parent should take is to contact the teacher involved. Mutual consideration and cooperation of teacher and parent will bring about the desired results. If necessary, the teacher will consult with the Administration.

Behavior: General Rules

The following rules are in addition to the published Standards of Conduct:

1. Students shall be respectful of the rights and property of others.
2. Students shall respect the authority of the faculty, staff and administration, and use good manners at all times.
3. Students shall adhere to the principle given in Matthew 18:15 regarding any misunderstanding with a student, teacher or staff person. These matters shall be handled privately and directly with the party involved.
4. Students shall use only language that is pleasing to God. (See Code of Conduct)
5. Students shall not possess any type of weapon, ammunition, or other explosive devices (real or simulated) on the SCA campus or at any school activity or function.
6. Students shall not possess, use, or be under the influence of any controlled substance, alcoholic beverage, or inhalant.
7. Students shall not possess or use tobacco, tobacco products, or e-cigs.
8. Students shall not use cell phones during class time unless teacher approval for learning. Please see pg. 13 for cell phone policy.
9. Students shall not possess or use the following items during the class time: radios, CD players, IPODS, electronic devices, cameras or other items deemed inappropriate by SCA Administration without teacher approval for learning.
10. Students shall not run, yell, or act in a disorderly manner in the school or church building. During passing time, voice volume must be kept at a normal tone.
11. Students may chew gum on the SCA campus during the school day with teacher approval.
12. Students shall not throw snowballs, rocks, sticks, dirt clods, etc.
13. Students shall use all materials such as book covers, backpacks, lunch boxes, locker decorations, etc. which reflect our standards of good taste and modesty.
14. Students shall follow the dress code except on special occasions when permission has been granted by the Administration.

15. Students shall use all school equipment appropriately. Except in the cases of unavoidable accidents, students are liable for all damage they cause to SCA property, equipment, and/or materials. Lost or damaged school equipment, property, or materials shall be replaced by the individual(s) responsible, or a fine shall be assessed for the damage or abuse of the equipment, property or materials.
16. Students shall not have inappropriate physical contact between boys and girls such as holding hands, kissing, hugging, or other displays of affection which are strictly prohibited on campus (including the parking lots) at all times.
17. Students shall not ride skateboards on SCA property at any time.
18. Students shall not return to their vehicles during the school day without authorization.

Behavioral Infractions

There are three basic levels of behavioral infractions that require formal discipline:

1. Level 1: Infractions or patterns of infractions that may result in detention, corporal punishment, and/or parent notification.
2. Level 2: Major infractions or patterns of infractions resulting in Parent/Administration conference and may result in corporal punishment, behavior probation, suspension, final probation, dismissal or expulsion. This level may also affect extra-curricular activities and eligibility.
3. Level 3: Major infractions or patterns of infractions resulting in final probation and/or may result in corporal punishment, suspension, dismissal, or expulsion. This level may also affect extra-curricular activities and eligibility.

Examples of Level 1 Infractions:

- Disrupting class
- Disrespect displayed towards staff or other students including quips, murmuring, and rude or negative expressions and gestures
- Dress or grooming code violations
- Horseplay
- Gum, food, or beverage in undesignated areas. (Minor vandalism as a result of this infraction requires repair, replacement, or cleaning by the student)
- Possession or use of any contraband on campus
- Throwing objects (including items of nature outside)
- Leaving the school building without permission
- Gambling on school property
- Sitting on tables or leaning back in chairs
- Missing or tardy to an assigned detention (double detention is given)
- Unexcused tardy to class
- Parking in unauthorized areas
- Language infractions (gossiping, slander, mockery, offensive slang)
- Lying

Examples of Level 2 Infractions:

- Receiving 5 or more detentions in a single semester
- Blatant disrespect or disobedience to any parent, administrator, teacher or staff
- Behaviors which constitute criminal conduct i.e. endangering others or property
- Threats against students or staff
- Intimidating, threatening, acting out against, fighting, harming or injuring others, bullying
- Involvement in aggressive, antisocial groups and/or group associations
- Harassment: sexual, verbal, social or physical
- Reading matter, posters, or music inconsistent with Christian values
- Vandalism (reparation of property required)
- Truancy
- Leaving the school campus without following proper check-out procedures
- Cheating
- Plagiarism (presenting as one's own ideas, words or product derived from an existing source)

- Forgery
- Stealing (reparation required)
- Language or behavioral infractions (profanity, obscenity, vulgarity)
- Unacceptable public displays of affection (kissing, hugging holding hands, etc.)
- Inappropriate touching of self or others
- Student driving violations (excessive speed, reckless driving)
- Setting off a false fire alarm

Examples of Level 3 Infractions

- Receiving more than 10 detentions in a single semester
- Aggressive behavior, threatening physical bodily harm and/or verbal attack
- Intentional use of force against another person; assault
- Vandalism
- Carrying or storing explosives, firearms, knives, or other weapons (real or simulated) on school property
- Use, possession, or under the influence of alcoholic beverages (See above policy.)
- Use, possession, or under the influence of illegal or controlled substances (See above policy.)
- Use, possession, or under the influence of illegal or non-prescriptive drugs (See above policy.)
- Indecent exposure
- Sexual misconduct
- Second offense of plagiarism
- Involvement in anti-Christian practices, i.e. witchcraft, the occult, astrology, etc.
- Bomb threat
- Repeated truancy
- Any action that threatens the safety of others

Behavioral Probation

If a student is consistently violating the rules (regardless of the number of detentions) and is displaying a pattern of behavior or attitudes which are endangering students, disrupting the classroom, or are detrimental to the spirit of the school, that student may be placed on behavioral probation. Parents of students being considered for behavioral probation will be contacted by the Administration to determine whether the student will be placed on probation. For students on behavioral probation, extra-curricular activities may be restricted.

After being placed on behavioral probation, a student will be evaluated quarterly by an administration/faculty committee. If sufficient progress has not been shown, the committee may recommend to the Administration that the student be ineligible to continue at SCA.

Detention

It is our desire to help each student govern their own behavior at SCA. Students violating behavioral policies will be required to serve detention. Parents will be notified of the assigned detention day. Detentions will be served in a classroom designated as the Detention Hall and will be spent in quiet study, supervised by a staff member. Moving a detention to a different date is solely at the discretion of the Administration. Failure to serve the assigned detention will result in further disciplinary action.

Suspension

The purpose of suspending a student for one or more days is to help him/her realize the serious nature of the infraction or pattern of infractions and whether he/she would like to remain a student at SCA. Suspensions are defined as out-of-school suspensions.

When a student receives an out-of-school suspension, arrangements are made with the student's parents. A student on suspension is not eligible to practice, participate or attend any school activity for the duration of the suspension (this

includes evening school activities such as music programs, athletic events, etc.). A student who is suspended is not to be on school campus for the duration of his/her suspension.

The student may receive zeroes for all class work during the term of the suspension. The student may schedule with his/her teachers to make-up tests or quizzes given during the suspension within the first 2 days after returning to school. Tests, quizzes, and major projects are the only thing that may be made-up for credit. It is the student's responsibility to schedule the make-up time. Daily assignments must be completed and turned in to the appropriate teacher on the day of return in order to return to class. If there is a test or quiz due on the day of return, the student must be prepared to take the test/quiz that day.

Suspensions become part of the student's permanent school record.

Dismissal and Expulsion

The dismissal or expulsion process will be conducted with the counsel of the Discipline Review Committee. This committee will be comprised of SCA Administration and The Assembly of Broken Arrow Pastoral Staff. The parents may be asked to withdraw the student (dismissal). A dismissal is shown as a voluntary withdrawal on school records. If parents or students are uncooperative in the dismissal process, or the committee deems expulsion is appropriate, the student will be expelled, and his permanent record will be noted as such. The student will not be eligible to return to SCA.

Secondary Personal Appearance Policies and Information

It is the philosophy of Summit Christian Academy that students should acquire not only an understanding of subject matter, but also a realization that becoming educated for adult life means developing acceptable patterns of conduct, dress, and grooming.

Personal Appearance

SCA has a uniform dress code. The goals of the uniform look are as follows:

- Promote unity among students.
- Provide a standard of dress that is easy to maintain and accessible to all.
- Promote neat, comfortable attire in a cost efficient manner.

Students are to appear conservative, modest, and appropriate. The SCA administration reserves the right to determine what is and is not appropriate dress at school and school functions.

- All students must remain in standardized dress for the entire school day.
- If a student leaves campus after completing the academic day and returns to school for an organized activity/practice, he/she must return in standardized dress code.
- All clothing should fit the student. It should not be excessively baggy or form fitting.
- Hairstyles, makeup, and accessories should not draw undue attention to the student.
- SCA uniforms or Spirit wear must not be altered in any way. (E.g. markings or drawings, pins, rips, tears, holes, etc.)

GROOMING

- Students must bathe regularly, and older students should take precautions against objectionable body odors.

HAIR-Boys and girls will avoid extreme hairstyles and colors which are not acceptable. Only hair colors and tints that fall within the "natural" color range and pattern are acceptable. Acceptable styles and colors are at the administration's discretion.

- Hair must be clean, neatly combed, and short enough to stay out of the eyes.
- Insignias or designs carved or dyed into the hair are not permitted.
- Facial hair must be groomed, clean, and not extreme in length.
- Boys' hair must be above the eyebrows, earlobes, and bottom of the collar.
- Boys are not permitted to have ponytails, braids, or "rat tails".

JEWELRY AND ACCESSORIES-Conspicuous or distracting accessories are not acceptable.

- Boys cannot wear earrings, ear studs, or jewelry in any pierced body part.
- Girls are permitted to wear no more than two pairs of modest size earrings at one time and cannot wear jewelry in any pierced body part other than the ear. Gauges, excessive hoop and/or dangling earrings are not acceptable.
- Girls are permitted to wear a fashion scarf around the neck.
- Watches are permitted providing that any alarms or functions do not disrupt the learning environment. Smart watches may be required to be turned over to the teacher.
- Tattoos, permanent or temporary, are not permitted at any time. Students are not to mark or draw on themselves with ink, markers, etc. A student who has received a tattoo should ensure that it is covered at all times while on school campus or at an SCA function.
- Caps, hats, and bandanas are not to be worn inside the building unless permitted for a specific spirit day.
- No hoods are to be worn in class.
- Headbands are not acceptable for boys.

SCA IS NOT RESPONSIBLE FOR LOSS AND/OR THEFT OF ANY JEWELRY OR ACCESSORIES WHILE ON CAMPUS OR SCHOOL ACTIVITY.

Standardized Dress for Secondary Boys

SHIRTS

- No patterns, insignias, or brand symbols.
- Polo style pique shirt in any solid color (long or short sleeves).
- Dress shirt in any solid color (long or short sleeves).
- Turtlenecks to be worn under sweaters, polos, Summit t-shirts/sweatshirts in any coordinating solid color.

SWEATERS

- Cardigan, zip, or V-neck pullover/vest in any solid color. No patterns, insignias, or brand symbols.

SWEATSHIRTS/HOODIES

- Summit sweatshirts/hoodies may be worn with uniform attire or with jeans on Spirit days.
- Collared shirts must be worn with zip-up Summit hoodies.
- Only Summit jackets/sweatshirts/hoodies may be worn in class.

PANTS/SHORTS

- Dockers/uniform style pants or walking shorts in black, navy, or tan khaki. Pleated or flat front. Cotton twill.
- No cargo, carpenter, draw string waists, hip huggers, jeggings, skinny pants, bell bottoms, denim, corduroy, knit, or polyester.
- Must be worn at the appropriate waist level.
- Shorts - no shorter than fingertip length.

TIES

- May wear ties with a dress shirt. Ties may be any solid color, striped, or have small designs.

BELTS

- Must wear with pants, shorts, skirts with belt loops, and jeans.

SOCKS

- Socks must coordinate with clothing.

SHOES

- Non-marking shoes.
- Tennis shoes are recommended. Must be laced and tied during the school day.
- Boots, casual, dress shoes, and Birkenstock sandals are permitted. Heels worn must not exceed 2".
- No flip-flops, "Crocs", roller skate shoes, mules, or house slippers.

Standardized Dress for Secondary Girls

SHIRTS

- No patterns, insignias, or brand symbols.
- Polo style pique shirt in any solid color (long or short sleeves).
- Dress shirt in any solid color (long or short sleeves).
- Turtlenecks to be worn under sweaters, polos, Summit t-shirts/sweatshirts in any coordinating solid color.

SWEATERS

- Cardigan, zip, or V-neck pullover/vest in any solid color. No patterns, insignias, or brand symbols.

SWEATSHIRTS/HOODIES

- Summit sweatshirts/hoodies may be worn with uniform attire or with jeans on Spirit days.
- Collared shirts must be worn with zip-up Summit hoodies.
- Only Summit jackets/sweatshirts/hoodies may be worn in class.

PANTS/SHORTS

- Dockers/uniform style pants or walking shorts in black, navy, or tan khaki. Pleated or flat front. Cotton twill.
- No cargo, carpenter, draw string waists, hip huggers, jeggings, skinny pants, bell bottoms, denim, corduroy, knit, or polyester.
- Must be worn at the appropriate waist level.
- Shorts - no shorter than fingertip length.

CAPRIS

- Dockers/uniform style capris in black, navy, or tan khaki. Pleated or flat front. Cotton twill.
- No cargo, carpenter style, draw string waists, hip huggers, denim, corduroy, knit, or polyester
- Must be worn at the appropriate waist level.

SKIRTS

- Solid skirts in black, navy, or khaki.
- No shorter than a dollar bill width from the top of the knee.
- Belt required if belt loops are attached to the skirt.

LEGGINGS

- Any coordinating solid color to be worn under skirts. Lace trimming must be the same color as the legging.
- No jeggings of any kind or brightly colored, striped, or patterned leggings.

BELTS

- Must wear with pants, shorts, skirts with belt loops, and jeans.

SOCKS

- Socks must coordinate with clothing.

SHOES

- Non-marking shoes.
- Tennis shoes are recommended. Must be laced and tied during the school day.
- Boots, casual, dress shoes, and Birkenstock sandals are permitted. Heels worn must not exceed 2".
- No flip-flops, "Crocs", roller skate shoes, mules, or house slippers.

Chapel Attire

There is no specific attire for chapel days. Students will wear the appropriate uniform for the day.

SCA Spirit Day Attire

Fridays are Spirit Days. Administration may select other days as Spirit Days.

- May wear Summit t-shirts/sweatshirts/hoodies with (blue only) jeans, jean capris, jean shorts or uniform pants/shorts/capris.
 - No overalls or jeggings permitted. No markings, drawings, pins, rips, tears, holes, etc.
 - Students not participating in Spirit Days need to be in full school uniform.
- Spirit Day attire can be purchased at the online store at the beginning of the school year.

After School Function Attire

The same standards of modesty, tightness, and shortness that apply to school uniforms apply to attire worn at after school functions.

Violations of Standardized Dress Clothing Guidelines

It is the parents' responsibility to make sure that their student comes to school in the appropriate uniform. Parents or legal guardians of secondary students will be contacted when their student is in violation of the standardized personal appearance policy. Detention may be assigned for dress code violations. Violations may require that the parent be contacted to correct the dress code violation before the student is allowed back in class. Any absence from class as a result from a dress code violation shall count as an unexcused absence.

Secondary Policies and Information

Academic Probation

A student may be put on academic probation when he/she has received multiple failing grades during the previous semester. Parents will be notified when a student has been placed on probation. If sufficient progress is not made during the next semester, SCA may deem the student ineligible to return for the following semester. Any high school class failed at SCA must be made up outside of SCA. Enrollment and payment of classes to recover credit are the responsibility of the parent.

Academic Programs

Bible

Knowledge of the Bible is fundamental to education. Bible class is required each year a student is enrolled at SCA, as well as being incorporated in all subject areas.

English

The English program includes a broad spectrum of studies including: vocabulary, composition, grammar, creative writing, literature, and speech. English class is required each year a student is enrolled at SCA.

Social Studies

The Social Studies program includes studies of World History, United States History, Oklahoma History, and United States Government.

Mathematics

The mathematics program includes the acquisition of skills in problem solving and the abstract concepts found in Pre-Algebra, Algebra I & II, Geometry, College Algebra, and Trigonometry.

Science

The science program includes the study of Life Sciences, Earth Science, Physical Science, Biology, Physics, and Chemistry.

Electives

SCA believes that each individual receives different gifts and talents from God. Our program provides opportunities for students to explore and enrich these talents through various electives such as: foreign language, drama, speech, choir, praise band, studio arts, physical education, and publications.

Academic Qualifications for Extra-Curricular Activities

We at SCA have high expectations and standards for our students and staff. Our students are being scrutinized from many angles. We know that a low minimum standard creates a low level of acceptance, and as Christians we should strive to set the highest standard as an example for others.

Students will receive a copy of eligibility requirements during the first week of school and prior to participating in each sport or extra-curricular activity.

Arrival of Secondary Students

The school day begins at 8:30 a.m. for grades 9-12 and 8:15 for grades 5-8. The first bell rings five minutes prior to the start of the day. Students arriving earlier should remain in the lobby or report to the secondary café. Students who are not in their assigned area by the tardy bell are tardy and should report to the SCA office for a tardy slip.

Dismissal of Secondary Students

School is dismissed at 3:30 p.m. for grades 9-12 and 3:15 for grades 5-8. Parents should pick their student up by 3:30 p.m. unless the student is attending tutoring with a teacher; in that case, the parent should pick the student up by 4:00 p.m. Parents may park in the parking lot on the east side of the secondary building to wait for their student. Students who are not attending sports practice or tutoring should leave campus by 3:30 p.m. Students on campus after 4:00 p.m. are no longer under the direct supervision of SCA or its staff.

Document Request

Students and parents needing a transcript or reading proficiency verification (for driver's license) must complete a document request form located in the school office. SCA requires 48 hour written notice of request for such documents.

Early Graduation

SCA does not have a program or provision for early graduation. If a student at SCA has enough credits to graduate earlier than anticipated, the student will be scheduled for additional course work. It is our opinion that extra academic work and opportunities at the high school level will better equip students for their post-secondary experience.

Honors: Seniors

SCA has several awards to honor those who have consistently excelled academically and spiritually in our program. Although some awards may be added during the school year, the following is a list of honors for academic excellence.

1. Valedictorian & Salutatorian—The following guidelines will determine the Senior Class Valedictorian and Salutatorian:
 - Only those who have attended SCA High School during their sophomore, junior, and senior years will be considered for either of these two positions.
 - The senior with the highest weighted GPA will be named the Valedictorian and the senior with the second highest weighted GPA will be named the Salutatorian.
 - Only those who are in good standing with Summit Christian Academy will qualify for either of these two positions.
2. Honor Cords—Given to all senior Honor Graduates who meet all academic criteria with a weighted cumulative GPA of 3.5 or higher.

Lockers

Students will have no expectation of privacy in school lockers. Student lockers may be unlocked and inspected and/or searched at any time, without reasonable suspicion of a violation of a school rule, prior notice, the student's presence, or the student's consent to such a search. By the acceptance of the assignment or use of a school locker, students consent to any and all inspections and searches and acknowledge that they have no privacy in such locker. Students shall only use locks provided by the school on school lockers.

Students are to use only the locker specifically assigned to them. The use of a locker not assigned to a student is prohibited. All items in a locker shall presume to be owned by the student assigned to the locker.

Lockers are loaned from the school on a per-year basis. We advise students to lock their lockers due to the large amount of non-school traffic in the building. The school is not responsible for lost or stolen items. Students may decorate the inside of their locker without the use of self-adhesive stickers. Pictures and other decorations must be in keeping with Christian standards. Outside locker decoration will be approved for "school spirit" when

decorations are done by cheerleaders.

No food should be in the locker other than a sack lunch, which is to be eaten only at the designated time and place.

Lost Combination Locks-Combination locks are loaned from the school on a per-year basis for student lockers. Should a student lose a combination lock, or return it in an unusable condition, the replacement cost of \$15 will be charged to the student's account.

Parent-Teacher Conferences

Parent –Teacher conferences are scheduled before Fall and Spring Break. The purpose of parent-teacher conferences is to strengthen the bonds of teamwork between parents and teachers; and to provide a time of communication regarding classroom work and progress. The following areas may be covered during this time:

- Parent/teacher prayer for the specific needs of the student/family.
- Identification of immediate challenges (i.e. behavioral needs, homework issues).
- Exchange of insights regarding the student.
- Review of the skills and objectives mastered this quarter.

Parents may schedule a conference with a teacher at any time during the school year. Please contact the teacher to set up a mutually convenient time.

Requirements for Graduation

State of Oklahoma High School Graduation Requirements (Each course is ½ credit per semester)

STATE REQUIREMENTS FOR GRADUATION

Oklahoma's College Preparatory/Work Ready Graduation Requirements follow:

ENGLISH	4 units
MATHEMATICS	3 units
LABORATORY SCIENCE	3 units
HISTORY AND CITIZENSHIP SKILLS	3 units
FOREIGN OR NON ENGLISH LANGUAGE OR COMPUTER TECHNOLOGY	2 units
ADDITIONAL UNIT OR SET OF COMPETIENCIES SELECTED FROM ANY COURSES LISTED PREVIOUSLY	1 unit
FINE ARTS OR SPEECH	1 unit
<u>ELECTIVES</u>	<u>6 units</u>
TOTAL	23 units

SCA requires that students are enrolled in Bible, English, Social Studies, Math, and Science each year enrolled at SCA regardless of earned credits unless approved by Administration.

Retention

Grades 5-8

Students may be retained in fifth through eighth grade due to substantial and/or on-going academic or behavioral issues.

Grades 9-12

Students failing required courses must make up the credit in summer school or during a subsequent year (only as the schedule allows). All required courses must be satisfied in order to graduate from SCA.

Schedule Changes

To change a student schedule, students must obtain a schedule change form from the secondary office and follow the steps listed. Students need written permission for the change from their parents and their Principal. All changes are at the discretion of the Administration. Schedule change forms must be turned in to the Principal's office with parental signatures by 3:00 p.m. on the 10th day of each semester. If a student changes his/her schedule, it is his/her responsibility to confer with the teacher to make up all of the material covered to date.

Student Drivers

Students are permitted to drive to and from SCA and park in assigned parking spaces. School permission is considered a privilege, however, and not a right. Consequently, students who abuse this privilege by driving recklessly near the campus or violating parking guidelines will have this privilege revoked as deemed by the administration.

Students driving to school are given permission to do so under the following conditions:

- A vehicle permission slip shall be signed by the parent(s) at the beginning of each school year.
- Vehicles driven to school are to be parked and locked in designated campus parking lots, and not driven again until daily dismissal.
- Students shall not go back into the parking lot after exiting the vehicle without Administrative permission once school begins.
- Loitering in vehicles or in the parking areas is strictly prohibited. Students shall exit personal vehicles immediately after arriving on the school campus.
- Safe driving habits shall be maintained at all times on the school property. The speed limit on the school property is 10 miles per hour. Any safety violation, including "peeling out," on the school property may result in a suspension or revocation of parking and driving privileges.
- Vehicles with bumper stickers, decals, or car tags deemed inappropriate by the administration shall not be allowed.
- SCA assumes no liability for damages to any vehicle or for any materials left connected to these vehicles which are damaged by acts of vandalism, accidents, thefts, storms, etc. Students are advised not to leave vehicles on campus when attending overnight activities.
- Students driving to school shall only take home students who arrive with them in the morning. If another student desires to ride home after school with a driver, written permission from both parents shall be filed in the office regarding this arrangement.
- The principal or designee is authorized to search, including the use of drug or weapon smelling dogs, any student's vehicle and any property in the student's possession while on school premises, or at school activities, for possession by the student of any item which is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee or the school.

The decision to search must be based upon a reasonable suspicion that the student to be searched has committed the violation of school rules and evidence of the violation may likely be discovered in the search. Prior to conducting the search, all the circumstances surrounding the case will be considered, including: (a) the student's age, history, and record in school; (b) the seriousness of the suspected violation; (c) the importance of making a search without delay and further investigation; and (d) the specificity and source of the information used as justification for the search.

Rules for vehicle use are in place at all times; including before, during, and after athletic events.

Drivers, who have siblings who attend SCA, shall personally escort them to their vehicle at the end of the school day. This also applies for vehicle riders. At no time should any student, other than a driver or escorted rider, be walking through the school parking lot at the beginning or end of the school day.