

Revised July 2025

2025-2026

Parent & Student Handbook





Parent/Student Handbook

Revised July 2025

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ABOUT SUMMIT

At Summit Christian Academy, we hold that a Christian school must prioritize both academic excellence and unwavering adherence to biblical principles. Our commitment to providing the best educational experience for our students is unwavering, and our administration, faculty, staff, and curriculum are firmly based on the teachings of the Holy Scriptures.

OUR MISSION

Summit Christian Academy's mission is to be 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.

OUR VISION

Summit Christian Academy aims to cultivate world-changing leaders who make a difference in their local and global communities by living according to God's Word and using their unique academic and spiritual talents.

OUR VALUES

Summit Christian Academy empowers students to form a genuine, individual connection with God and reach their full potential. By finding their purpose in God's plan, students are equipped for fulfilling relationships and lives of impact and significance, characterized by prosperity and service.

1. **BIBLICAL WORLDVIEW** - Living according to God's unchanging Word in a constantly changing world. (Matthew 24:35)
2. **CHARACTER** - Always doing the right thing at the right time, for the right reason. (Galatians 5:2-23, Luke 6:31)
3. **COMMUNITY** - Cherish relationships and recognize each person's unique place in the body of Christ. (I Corinthians 12:25-26)
4. **EXCELLENCE** - Striving for excellence in all things. (Colossians 3:23)
5. **SERVANT LEADERSHIP** - Living as God's children, leading by Christ's example, and putting others first. (Romans 8:14-17, I Peter 5:2-4)
6. **UNITY** - Achieving unity through humility and selflessness, as modeled by Christ. (Philippians 2:2-11)

STATEMENT OF FAITH AND DOCTRINAL BELIEFS

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 tenets of faith as its parent organization. The following Statement of Fundamental Truths is the official delineation of the Assemblies of God's 16 doctrines. These truths are non-negotiable beliefs that all Assemblies of God churches adhere to.

1. **THE SCRIPTURES:** The Bible is the inspired and authoritative word of God.
2. **ONE TRUE GOD:** There is one God who exists eternally in three persons: the Father, Son, and Holy Spirit.
3. **THE DEITY OF JESUS CHRIST:** Jesus Christ is God, born of a virgin, lived a sinless life, died for our sins, rose from the dead, and will return to rule with power and glory.
4. **THE FALL OF MAN:** We believe that man, created good, chose to sin, causing evil and both physical and spiritual death to enter the world.
5. **THE SALVATION OF MAN:** The only way to be cleansed from sin is through faith in Jesus Christ and repentance.
6. **WATER BAPTISM & COMMUNION:** The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe in Christ as Savior and Lord are to be baptized. The Lord's Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing a memorial of His suffering and death and a prophecy of His second coming and is enjoined on all believers "till He come!"
7. **THE HOLY SPIRIT:** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry.
8. **THE INITIAL PHYSICAL EVIDENCE OF THE BAPTISM IN THE HOLY SPIRIT:** The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues, as the Spirit of God gives them utterance.
9. **SANCTIFICATION:** Sanctification is an act of separation from that which is evil, and of dedication unto God.
10. **THE CHURCH AND ITS MISSION:** The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven.
11. **THE MINISTRY:** A divinely called and scripturally ordained ministry has been provided by our Lord for the fourfold purpose of leading the Church in Evangelization of the world, worship of God, Building a body of saints being perfected in the image of His Son, and meeting human need with ministries of love and compassion.
12. **DIVINE HEALING:** Through Jesus Christ's sacrifice, the human body can be healed through believing prayer.
13. **THE BLESSED HOPE:** We believe in the resurrection of both the saved and lost: the one to everlasting life and the other to everlasting damnation.
14. **THE MILLENNIAL REIGN OF CHRIST:** The second coming of Christ includes the rapture of

the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on earth for one thousand years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.

15. **THE FINAL JUDGMENT:** There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to the everlasting punishment in the lake which burneth with fire and brimstone, which is the second death.
16. **THE NEW HEAVENS AND THE NEW EARTH:** "We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness."

For a full, expanded explanation of the Assemblies of God doctrines, visit:

theassembly.org/what-we-believe

and

ag.org/Beliefs/Statement-of-Fundamental-Truths

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ASSEMBLIES OF GOD

PHILOSOPHY OF EDUCATION

Summit Christian Academy's philosophy of education is based on the belief that God's truth is the foundation for all truth. The school aims to create an educational experience that places Jesus Christ at the center of all learning, promoting each student's academic knowledge, physical skills, spiritual maturity, and social growth.

Our curriculum consists of Bob Jones and ACSI curricula that align with biblical principles and other publishers, such as McGraw Hill and Glencoe, with biblical integrations. All materials, including library books, are screened for their suitability for Christian education.

Summit's teaching approach emphasizes hands-on, student-centered, teacher-directed learning, with teachers utilizing labs, innovative classrooms, technology, and service projects to create a supportive learning environment.

ADMISSIONS

ADMISSIONS PROCESS

The admissions process at Summit Christian Academy includes a review of the student's academic record, letters of recommendation, and an evaluation by the admissions team. Interviews with the student and their family may also be conducted. The school's administration will determine the appropriate grade placement for each student. Summit may adjust course offerings, subjects, and class combinations based on final enrollment.

RELIGIOUS NATURE OF SCHOOL

Summit Christian Academy is a religious school and makes admission and enrollment decision on the basis of its religious beliefs.

All custodial parents/guardians are required to adhere to SCA's Statement of Faith, moral teachings, and Mission and Core Values during their child's enrollment.

Any determination regarding adherence to SCA's Statement of Faith, moral teachings, Mission, and Core Values shall be made at the sole discrimination of the SCA Administrative Board.

Our school's Christian educational philosophy is essential, and we want to ensure that new students and their families share this belief. If you have any concerns or objections to this policy, please notify Summit administration in writing within 30 days of the start of the school year.

ADMISSIONS POLICY

At Summit Christian Academy, we have certain expectations for our students and their families.

To enroll in our school, students must meet the following requirements:

- Be the appropriate age for their grade level (5 years old on or before September 1 for kindergarten).
- Complete an online application form
- Provide records from previous schools.
- Get recommendations from a principal and pastor (for grades 1-12).
- Pay enrollment fees.
- Meet with administration for an educational consultation and student interview (for grades 5-12).
- Complete a student evaluation (if applicable).
- Provide a current immunization record or exemption form.
- Provide a copy of birth certificate.

FINANCE

TUITION PAYMENTS

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

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 will records be released. Re-enrollment for the following year will not be possible until the account or fees are paid in full.

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 Summit before the end of the year, the discount will not be given, and the 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.

A 10% multi-child discount is given to all younger siblings of new students and families not currently enrolled at Summit Christian Academy. If pre-enrolled by

May, 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 get in touch with our Accounts Receivable Office at 918-251-1997 ext. 161 or email accounting@summit.school.

TUITION POLICY

1. 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 reenrolled after the account has been brought current and the parents guarantee future incidents will not reoccur.
2. All balances due FACTS, Summit, The Assembly at Broken Arrow, or the Lunch Program must be paid in full by the last day of school. Student records can only be released to a third party (school district, scholarship service, medical facility, etc.) once all balances are paid.
3. FACTS will make reasonable attempts to collect balances due, Summit Christian Academy, and The Assembly at Broken Arrow. If these attempts fail, or if there is an apparent attempt to defraud FACTS, Summit Christian Academy, or The Assembly at Broken Arrow, collection attempts will be handled by appropriate legal representation.

4. Students enrolling in SCA must adhere to the financial agreements established by the Summit Christian Academy Board. Every effort will be made to accommodate students and families with family emergencies and legitimate financial difficulties.
5. Summit Christian Academy 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 60 days in advance. For students withdrawing, tuition may be prorated on a monthly basis.

CONTINUOUS ENROLLMENT POLICY

Summit Christian Academy offers continuous enrollment for current students. To secure a spot for the next school year, enrollment fees, curriculum/technology fees, and the drug testing fee (for 9th-12th grades only) will be billed to your FACTS account annually in May. These fees are non-refundable and must be paid by May 31. Late fees of \$500 per student will be applied after this date.

Families choosing not to reenroll must notify the Summit superintendent's office in writing by April 1. Financial accounts for Summit Christian Academy and Summit Early Learning Center must be current before the next school year. Any enrollment and curriculum fees paid toward the next academic year will be applied towards any outstanding balance. Summit Christian Academy does not guarantee future enrollment.

WITHDRAWAL AND REFUND POLICY

To withdraw a student, a written notice must be submitted at least 60 days in advance. Forms can be obtained in the school office. Tuition is calculated based on the entire year, and no reduction will be made for vacations, school holidays, illnesses, etc. If a student leaves the school for any reason, charges will be prorated by the month. Enrollment and curriculum fees are non-refundable. Refund checks will be sent to the address on file with the school.

REPORT CARD & TRANSCRIPT HOLDING POLICY

Report cards and transcripts will not be released until all outstanding obligations, such as tuition, lunch charges, returned textbooks and other school property, and any other charges on the student's account have been fully satisfied. This includes ensuring that all accounts are current and in good standing before any records are transferred to another school.

GENERAL POLICIES AND INFORMATION

NOTICE OF NONDISCRIMINATION POLICY

At Summit Christian Academy (SCA, or the School), we believe that every student is unique and created in the image of God. We strive to create an inclusive and welcoming environment for all students, and our admissions process is based on the belief that each child can benefit from our academic program and activities. We do not discriminate on the basis of race, color, biological sex at birth, national origin, or ethnic origin in any of our policies, programs, or activities. Discrimination of any kind is not tolerated at Summit Christian Academy. SCA complies with all federal and state laws regarding discrimination to the extent allowed by its religious beliefs and legal exemptions. SCA makes enrollment decisions on the basis of its religious beliefs.

‘PARENTS’ DEFINED

Throughout the Parent/Student Handbook, Student Code of Conduct, and discipline policies, the term “parents” includes a parent, legal guardian, or other person having lawful control of the child.

SECURITY

Summit Christian Academy maintains a closed campus. All visitors must enter the buildings through the designated main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students.

SCA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of students and staff.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

The Administration maintains detailed procedures for implementing school safety and security measures. Those measures include routine campus security procedures and directives for responding to threats of serious harm.

The routine campus security measures include:

1. Controlled access to campuses;
2. Additional staff training;
3. Increased student and community awareness;
4. Physical inspections and monitoring using various means, including canine security units, when deemed necessary;
5. Trained security officers stationed at each campus during the school day.

EVACUATIONS & EMERGENCIES

The school regularly practices emergency evacuations and tornado drills. Evacuation routes are posted in the teacher egress manual.

VIDEO CAMERA MONITORING

Video equipment is used for safety purposes and to monitor student behavior on the school campus.

USE OF RECORDINGS

The principal may review the recordings as needed, and evidence of student misconduct will be documented. A student found violating the school's Student Code of Conduct shall be subject to appropriate discipline.

ACCESS TO RECORDINGS

Video recordings from surveillance cameras are considered private school records and will not be viewed by or released to parents unless approved by legal council. These video surveillance records may only be released to local law enforcement when legally required.

CAMPUS PHONES

For emergency messages, call the school office at 918-251-1997. No one will be called out of class for non-emergency calls. Office phone use is restricted to school business and must be approved. For other needs, get permission from the teacher.

SCHOOL CLOSINGS

School closures due to inclement weather or disasters will be announced via text message from ParentSquare, and posted on social media and local news. Keep your phone number updated in the ParentSquare school system for

the latest information.

CONTACTING TEACHERS

Email teachers for best results. They cannot receive calls during class. They will reply within two school days unless absent. All email addresses for faculty or staff s: first initial, last name @summit.school (e.g. ssmith@summit.school). For urgent matters, contact the school office. You may also communicate through the Canvas app.

FIELD TRIPS

Field trips are an educational experience. Parents or guardians are welcome to attend as chaperones, but siblings are not allowed. Permission slips and fees (to cover expenses) must be submitted in advance, and parents must pass a background check (renewed every 2 years) before participating. Notifications of trip dates will be given in advance.

LUNCHES

Healthy meals are prepared daily for students in grades K-8. High school meals are catered by a local company. Students can bring their own lunch or purchase a hot lunch, with microwaves available for grades 5-12. Drinks can be purchased separately. Menus and food pricing are available online at www.summit.school/lunch.

INSURANCE COVERAGE

The parents of children enrolled in Summit Christian Academy acknowledge and understand that they are responsible for the costs associated with any injuries sustained by their children during school-related activities, including but not limited to, on school grounds, during field trips, athletic events, or other

school-sponsored activities.

COMPLAINT PROCEDURES

"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:
- Pray and examine motives and heart, then discuss the problem with the person involved.
- If no resolution is found, request a meeting with the administrator.
- Seek to solve the problem at the source, rather than turning to others.
- Keep the unity of the Holy Spirit in all things.
- Complaints against someone should be expressed first to that person, only to the administration if resolution can't be reached.
- Express clearly, calmly, and with an open mind. Offer a solution.
- Don't broadcast the complaint, express only to the relevant person.

LIABILITY & DISPUTE RESOLUTION

The parents or legal guardians of children enrolled in Summit Christian Academy acknowledge and understand that while the school will take reasonable precautions and provide supervision, it cannot guarantee control over all events and activities that may occur at the school or related events. As a result, the parents and legal guardians agree to indemnify and hold harmless the school, its administrators, teachers, staff, volunteers, and agents, as well as The Assembly at Broken Arrow Church, its Pastors, Board members, employees, and agents, from any claims, losses, damages, actions, or liabilities arising from their child's attendance at Summit Christian Academy or related activities, except in instances of gross negligence or willful misconduct.

In the event of disputes that cannot be resolved through discussion between the school and the parents or legal guardians, the parties agree to resolve the dispute through mediation and, if necessary, arbitration. The parties agree that this will be the exclusive method for resolving disputes and waive their right to file a lawsuit, except for the purpose of enforcing the award rendered by an arbitrator. The arbitration will be conducted in accordance with the rules of the American Arbitration Association and will be decided by a single arbitrator. Each party will be responsible for their own costs and attorney fees, unless otherwise determined by the arbitrator.

PHOTO & VIDEO RIGHTS

Upon enrollment at Summit Christian Academy, families consent to allow the school and The Assembly at Broken Arrow to use their child's photograph or likeness without compensation in various contexts. These contexts include, but are not limited to, school publications, marketing materials, live video events and recordings, and school-related social media platforms such as YouTube, Vimeo, Facebook, Instagram, and others.

Summit administration will consider exempting students from such use when privacy concerns are present due to personal circumstances. Exemption requests should be submitted to the Superintendent's office via email.

CORPORAL PUNISHMENT

Summit prohibits staff from using corporal punishment. Staff members are not allowed to spank or paddle students for any reason.

PHYSICAL RESTRAINT

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures

4. Control an irrational student.
5. Protect property from serious damage.

REVISIONS

Revisions to the Parent/Student Handbook shall be made as needed and are approved by school administration. Revisions made during the year are communicated electronically.

ACADEMIC POLICIES

GRADING SYSTEM

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

MARKS FOR KINDERGARTEN

- + Meets Expectations
- ✓ Developing
- Does Not Meet Expectations

MARKS FOR GRADES 1-12

A	90-100	E	Exceeds
B	80-89	S	Satisfactory
C	70-79	N	Needs Improvement
D	60-69		
F	0-59		

Kindergarten will receive quarterly progress reports. All other ages may access their grades at any time throughout the year using Canvas.

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

Parents are expected to supervise homework completion and ensure it is done neatly and accurately. However, it is the student's responsibility to complete the work. Parents can discuss homework cooperation with the child's teacher. Students are encouraged to bring home papers, tests, projects, etc., for their parents to review.

GUIDELINES FOR HOMEWORK

Teachers aim to keep homework assignments within a reasonable limit, excluding test preparation, projects, or unfinished classwork. On Wednesdays, when students are encouraged to attend an evening worship service, homework is kept to a minimum, and tests are scheduled to avoid Thursdays as much as possible.

MAKE-UP ASSIGNMENTS

Students absent due to illness are given twice the number of days absent to make up missed work. For example, if a student is absent on Monday, all homework is due on Thursday of that week. Students absent for school activities or pre-arranged absences are given one day per absence to complete missed assignments and should be prepared for a quiz or test. If a student misses a test or quiz due to an excused absence, they must arrange with the teacher to make it up within the same time frame, before or after school or at lunch, instead of during class. Regularly scheduled exams or assignments (e.g., semester tests) that a student misses due to absence must be made up on the day they return to class. If a test is first given on the day the student returns, they must take it that day. If the student was

absent the day the test was announced, they can take it within the allocated absence days.

THE STUDENT AND/OR PARENT ARE RESPONSIBLE FOR OBTAINING MISSED HOMEWORK ASSIGNMENTS FROM THE TEACHER OR CANVAS WEBSITE.

INCOMPLETES

Students who receive an incomplete at the end of the semester must complete all missing work within two days for each excused absence. In exceptional circumstances, the student and teacher may agree on a special schedule for late work completion. Failure to meet specified deadlines may result in the incomplete being recorded as a failing grade. Incompletes are treated as zeros for all Summit students.

LATE HOMEWORK

Parents and students have pledged to keep up with homework assignments. Late homework will receive a lower grade according to the grade level policy. Parents are expected to cooperate in ensuring that homework is completed. Repeated delinquent homework may result in student dismissal. Homework is due when collected by the teacher in class, and any homework turned in after that time is considered late.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences take place before the fall and spring breaks. The goal of these meetings is to strengthen the partnership between parents and teachers. They also provide an opportunity for communication about classroom work and student progress.

Parents can schedule a conference with a teacher any time during the school year by contacting the teacher to arrange a mutually convenient time.

STANDARDIZED TESTING

Each spring, standardized tests are administered to students in grades K-12. These tests provide a comprehensive assessment of academic achievement and help improve instruction, evaluate progress, align test content with instructional objectives, and provide meaningful information for teachers, administrators, and parents. Parents can also receive narrative interpretations of the test results.

TUTORING

Summit teachers offer tutoring before and after school at their own discretion. It is the student's responsibility to determine the availability of tutoring sessions. School administration does not allow faculty members to earn income from tutoring during the school year. Tutoring is available for a nominal fee over the summer break by approved faculty members. For more information, please contact the school office.

PLEDGES

As part of our daily opening exercises, we recite the pledge to the American flag, Christian flag, and Bible and participate in group prayer. Students are expected to stand and participate in each pledge.

Please help your child learn the words of 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.

ACADEMIC ADVANCEMENT

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

- **Promotion.**
The student's work and achievement have 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 needs intensive summer instruction. The student's work has shown signs of weakness and is below grade level in achievement.
- **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 difficulty succeeding in the next grade.

ACADEMIC PROBATION (GRADES 5-12)

A student may be put on academic probation after receiving low or failing grades during the previous semester. If sufficient progress is not made during the next semester, Summit may deem the student ineligible to return for the following semester. Parents will be notified when a student has been placed on probation.

EARLY GRADUATION

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

SENIOR HONORS

Summit 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.

ACADEMIC HONORS DISTINCTION

Summit Christian Academy honors graduating seniors for academic excellence based on cumulative **WEIGHTED GPA** through the Cum Laude system:

- Summa Cum Laude – awarded to students with a weighted GPA of 4.0 and above
- Magna Cum Laude – awarded to students with a weighted GPA of 3.75 to 3.99

- Cum Laude – awarded to students with an unweighted GPA of 3.50 to 3.74

These honors will be acknowledged during graduation ceremonies and noted on official transcripts.

HONOR STOLES

Graduating seniors receiving Cum Laude honors will be awarded an academic stole to wear during the graduation ceremony, corresponding to their level of achievement.

DOCUMENT REQUESTS

Students and parents needing a transcript or other enrollment documentation must complete a document request form in the school office or email Amy Opperud (aopperud@summit.school), grades K-8); or Diane Rogers (drogers@summit.school), grades 9-12. Summit requires 48 hours' written notice of a request for such documents. Weekend and holiday requests will be processed the next business day.

ATTENDANCE POLICIES

For your child to gain the most in school, he/she must be in regular attendance. The State of Oklahoma law requires that a child attend school when it is in session.

We follow the compulsory attendance laws set by the State of Oklahoma. If an elementary child has excessive absences during the school year, his/her promotion is dependent upon the approval of the Administration, which will act upon the teachers' recommendation.

- If your child cannot attend school due to illness, doctor's appointments, or other reasons, a parent/guardian must **email** the school office by 8:45am to report the absence. We suggest using the attendance button in the Summit mobile app.
- A student absent five or more consecutive days due to illness must present a doctor's statement concerning the student's health.
- Parents planning to remove a student from school due to a trip must 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 Summit 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

Excused absences are defined as those for which the student was absent with the parent's knowledge and permission for reasons such as illness, serious illness in the family, medical appointments, school activities, funerals, or unavoidable crises. Students will receive 100% credit for make-up work completed within the allotted time frame. The administration has the final authority to grant an excused absence.

UNEXCUSED ABSENCES

Unexcused absences are defined as those for which the student was absent for reasons that do not meet the guidelines for excused absences. Examples of unexcused absences include keeping salon appointments, staying home to study, running errands, or for the simple convenience of the family. Students may receive zero credit for work missed during an unexcused absence.

PRE-ARRANGED ABSENCES

Pre-arranged absences must be planned in advance and will count toward the total number of absences per semester. To receive an excused absence, parents must complete a Pre-Arranged Absence Form the same number of days in advance as the student plans to be absent.

SCHOOL ACTIVITY ABSENCES

Absences due to school activities 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.

TARDIES

Tardiness disrupts the class and detracts from the teacher's preparation. Students tardy to any class should report to the school office to receive a tardy slip, which is required to enter the class after the bell has rung.

Secondary students are considered tardy if they are ten or fewer minutes late to first period or two or fewer minutes late to all other periods; otherwise, they are considered absent. Unexcused tardiness for secondary students will result in detention.

Elementary students who arrive after 9:30am will be recorded as a half-day absence for elementary students.

MORNING TARDIES

Students who arrive after 8:15am for elementary/intermediate and 8:30am for secondary are considered tardy and must report to the office for a tardy pass. 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.

If your child is unable to attend school due to illness, doctor's appointments, or other reasons, a parent/guardian must email or call the school office at 918-251-1997 by 8:45am to report the absence. A continued pattern of tardiness may result in dismissal.

ELEMENTARY ARRIVAL

Elementary students may enter the building between 7:55am and 8:15am.

Elementary parents are expected to use the drop-off lane in the morning. Students will proceed directly to their classrooms.

A complete map and drop-off/pick-up instructions are available on our website and in the Summit mobile app under Resources.

ELEMENTARY DISMISSAL

Kindergarten pick-up is from 3:00-3:10pm. Pick-up for first through fourth grades is from 3:15-3:25pm. Children not picked up on time will be signed in to aftercare at Summit Early Learning Center and charged the daily rate.

EXTENDED CARE PROCEDURES

K-4 students can enroll in extended care through Summit Early Learning Center, which is open from 7:00am to 5:30pm. Contact SELC office at 918-258-8502 for more information on pricing and programs.

If a K-4 student not enrolled in SELC's aftercare program is not picked up by the designated end of school time, they will be taken to SELC and a fee will be charged to their FACTS account for every infraction.

Summit offers two options for elementary pick-up — car line or walk-up. Parents are asked to commit to one method or the other each month.

ARRIVAL & DEPARTURE QUICK REFERENCE

	ARRIVAL	DEPARTURE
KINDERGARTEN	Between 7:55-8:15AM	Between 3:00-3:10PM
1ST-4TH GRADES	Between 7:55-8:15AM	Between 3:15-3:25PM
INTERMEDIATE	8:15AM	3:15PM
HIGH SCHOOL	8:25AM	3:30PM

ELEMENTARY CAR LINE

Kindergarten parents need to be in the car line no later than 3:10pm. First through fourth-grade parents should not enter the line before 3:10pm. Please do not get in line before your time.

All elementary parents will receive a new car tag at Meet the Teacher. Please hang this tag from your rearview mirror when driving through our pick-up line. This tag also serves as a security measure. Cooperation with the car line policy is mandatory.

ELEMENTARY WALK-UP

Parents wishing to utilize walk up may park in the back of the Summit Early Learning Center (SELC) parking lot and walk over to the circle drive with the awning (facing 1st St.) Please be mindful of SELC parents picking up. Parents must wait outside for their children to exit the choir room exterior door. Your child will be called from the choir room and walk out to you. Regardless of the weather, parents may not enter the building. Cooperation with the walk-up policy is mandatory.

CAR LINE EXPECTATIONS

At the beginning of the school year, Summit will provide parents with detailed drop-off and pick-up maps. These maps will show the specific routes that Rose Campus parents need to use each day. Our staff works hard to make the pick-up and drop-off process safe and efficient. Your cooperation and patience make this process easier for everyone. Refusal to comply with this procedure may result in disciplinary action or exclusion from re-enrollment.

INTERMEDIATE STUDENT ARRIVAL

Intermediate students' school day begins at 8:15am. The first bell rings at 8:10am. Students arriving before 8:10am should report to the lobby or gym or remain outside. Students not in their assigned area by 8:15am are considered tardy and should report to the SCA office for a tardy slip.

INTERMEDIATE DISMISSAL

School is dismissed at 3:15pm. Parents should pick their student up by 3:15pm unless the student is attending tutoring with a teacher; in that case, the parent should pick the student up by 4:00pm. Parents may park in the parking lot on the east side of the Intermediate building to wait for their students. Students not attending sports practice or tutoring should leave campus by 3:30pm. Students on campus after 3:30pm will be sent to aftercare and be charged a fee to their FACTS account each time.

HIGH SCHOOL STUDENT ARRIVAL

Secondary students' school day begins at 8:30am. The first bell rings at 8:25am. Students arriving prior to 8:25am should remain outside on the sidewalk or report to the high school commons. Students not in their assigned area by 8:30am are considered tardy and should report to the Summit office for a tardy slip.

HIGH SCHOOL DISMISSAL

High school classes are dismissed at 3:30pm. Parents should pick their student up by 3:30pm unless the student is attending tutoring with a teacher; in that case, the parent should pick the student up by 4:00pm.

Parents may park in the north parking lot to wait for their student. Students not attending sports practice or tutoring should leave campus by 3:30pm. Students on campus after 4:00pm are no longer under the direct supervision of Summit or its staff.

EARLY STUDENT CHECKOUT

Students may be excused for medical appointments or special needs as parents and administration approve. Students must sign out in the school office before leaving campus, and elementary students must have a parent or legal guardian sign them out. If the student returns to school later that same day, they must sign back in at the office.

Early checkouts should be avoided as much as possible, as important information and reminders are given at the end of the day.

Elementary and Intermediate students may not be checked out after 2:45pm in order to keep from disrupting end of the day routines and car line procedures.

COLLEGE VISITS

Students are encouraged to visit colleges of interest during school breaks.

Seniors are allowed two excused absences per semester for college visits as long as pre-arranged absence procedures are followed and evidence of the visit is provided upon return.

Seniors invited to attend college spring testing will also be granted excused absences with proper documentation.

CONDUCT & DISCIPLINE POLICIES

GENERAL BEHAVIOR POLICIES

Summit Christian Academy believes that encouraging educational and spiritual growth in a safe and healthy environment is essential. As a community of believers, we hold that the Bible is the only authoritative and infallible written word of God and that salvation comes through faith in Jesus Christ.

Therefore, the School's policies are based on biblical principles. They are designed to help students and faculty work together in a positive and conducive learning environment. We expect each child to follow Christ's example.

At the beginning of the year, 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 fewer problems arise. Students in grades 5-12 will be required to review and sign the Student Code of Conduct each year.

We expect each student to learn the rules and obey them. We believe that discipline is necessary for the welfare of the student and the entire school. Each teacher is free to make and enforce classroom regulations in the manner they feel is in accordance with Christian principles, administrative directives, and

discipline as set forth in the Scriptures. Teachers are responsible for maintaining control in their classrooms and enforcing rules and policies whenever they encounter students on the entire school campus.

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

Students need to inform their parents of any disciplinary actions their teacher takes. 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, a parent should first contact the teacher. The mutual consideration and cooperation of teacher and parent will bring the desired results. If necessary, the teacher will consult with the Administration.

All students and custodial parents/guardians shall agree not to violate SCA's Statement of Faith, Code of Conduct, moral teachings, and Mission and Core Values while the student is enrolled at SCA.

STUDENT CODE OF CONDUCT 24/7/365

Summit Christian Academy (SCA, or the “School”) is a ministry of The Assembly of God Church in Broken Arrow, Oklahoma. The school desires that every student reflect a lifestyle pleasing to Jesus Christ. Because of this, who the student is and what the student does, both on and off campus, is extremely important.

The Student Code of Conduct is established to communicate and understand 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 Summit 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 Student Code of Conduct is an agreement between the student, the parents, and the school.

Students and parents (grades 5-12) will be required to read, sign, and return a copy of the Student Code of Conduct to the school office annually. The following Student Code of Conduct section pertains to the student’s conduct both on and off campus, during and after school.

STUDENT CODE OF CONDUCT

- a. The student agrees to strive for excellence as a student in all that he/she says and does.
- b. The student agrees to obey the Bible in speech and conduct.
- c. The student agrees to respect and cooperate with those in authority at the School.
- d. The student agrees to abstain from alcohol, drugs, tobacco, and vaping.
- e. The student agrees to maintain standards of courtesy and kindness, showing respect to all in speech, attitude, and actions.
- f. The student agrees to abstain from cursing, gossiping, bullying, dissension, and cheating.
- g. The student agrees to maintain sexual purity and abstain from sexual immorality according to Biblical standards.
- h. The student agrees to the dress code that the School has set.
- i. The student agrees to submit to the testing requirements and discipline policy of the School.
- j. The student agrees to submit to school policy regarding electronic devices, including laptops, cell phones, and other smart devices.
- k. The student agrees to use social media in a positive and encouraging manner, never to intimidate, bully, or insult others, and will make social media accounts available to parents and school administrators upon request.

- l. The student understands that once he/she enrolls at the School, he/she is a part of the Summit family wherever he/she is. Therefore, the student agrees to abstain from behavior, both on and off-campus, which would dishonor Jesus Christ, the School, the church, his/her family, and himself/herself.
- m. The student understands that the School can hold him/herself accountable for any negative behavior, both on and off-campus, at any time during the calendar year.

Summit requires students to review and sign the Student Code of Conduct annually while attending Intermediate School or High School.

Summit's Code of Conduct requires students to honor these standards on and off campus, which upholds our highest commitment to Biblical principles.

Character and moral absolutes do not stop when the students are dismissed at the end of the school day or, in the case of an online school, when the students log off from the system. **Everyone is challenged to honor Christ twenty-four hours a day, seven days a week.**

The School has been and always will be, concerned about the behavior of students both on and off campus. In no way does the School want to usurp parental authority or create a legalistic atmosphere; the School simply wants to be a school that unapologetically advances Biblical standards, moral absolutes, and a personal commitment

to our Savior and Lord. The School wants our students to internalize these Biblical principles.

If parents/guardians and/or students disagree and cannot support these standards, then the parents/guardians and students may want to reconsider whether the School is right for their family. Of course, Summit realizes that there will be differences of opinion on certain issues. Still, but the School does desire support as we continue to focus on advancing a genuine Christ-honoring school. Summit Christian Academy is grateful to partner with parents/guardians as the school continues to advance an educational training center based on Biblical principles.

PARENT/GUARDIAN STATEMENT OF SUPPORT

- a. I/We have received and read the "Statements of Faith and Doctrinal Beliefs" of Summit Christian Academy and are willing to have the student educated in accordance with them.
- b. I/We will regularly and earnestly pray for Summit Christian Academy.
- c. I/We will make every effort to be actively involved in worship and service in a local Bible-believing church.
- d. I/We will fully cooperate in Summit Christian Academy's educational activities by doing our best to make Christian education effective in the student's life.
- e. I/We will require the student to support the school's spiritual

- activities (chapel, Bible classes, scripture memory, etc.).
- f. I/We support the principle and practice of purity in singleness and faithfulness in marriage, which is the union of one man and one woman. Specifically, our home will affirm the Biblical teaching that all sexual conduct outside the sanctity of marriage is a sin, representing a departure from God's ideal as outlined in Scripture.
 - g. I/We will pay all of our financial obligations to Summit Christian Academy on or before the date due. If I/we are ever unable to do so, I/we will notify the School's Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
 - h. I/We understand that the School has full discretion in the testing requirements and discipline of the Student in accordance with the "discipline policy" as published.
 - i. I/We understand that the School reserves the right to place the Student at the appropriate grade level and designate the appropriate teacher(s).
 - j. I/We understand that the School reserves the right to dismiss the Student when either the parents/guardians or the Student does not cooperate with (or counter witnesses against) the school's policies.
 - k. I/We will volunteer for duties and responsibilities for Summit Christian Academy as opportunities arise and God provides the time and strength.
 - l. I/We will enthusiastically support SCA's extracurricular programs and athletic teams. We commit to treating coaches, officials, opposing players, and teams as esteemed guests and demonstrating the utmost respect at all times.
 - m. I/We will be faithful to attend all parent functions at Summit Christian Academy as best we can.
 - n. If I/we become dissatisfied with Summit Christian Academy in any way, I/we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)
 - o. I/we have read and agree to the Liability and Dispute Resolution policy as stated in the General Policy section of the Parent/Student handbook.

STUDENT CODE OF CONDUCT



Students and parents (grades 5-12) will be required to read, sign, and return a copy of the Code of Conduct to the school office annually. The following pertains to the student's conduct both on and off campus, during and after school:

- The student agrees to and does.
- The student agrees to
- The student agrees to
- The student agrees to
- The student agrees to all in speech, attitude,
- The student agrees to cheating.
- The student agrees to according to Biblical s
- The student agrees to
- The student agrees to School.
- The student agrees to laptops, cell phones
- The student agrees to, bully, and school a
- The student agrees to the School's behavior, both on and church, his/her famil
- The student understands negative behavior, bo

Signed

Date

INSTRUCTIONS: Please print, sign, and return the PDF and sign electronic

PARENT/GUARDIAN STATEMENT OF SUPPORT



I/We have received and read the "Statements of Faith and Doctrinal Beliefs" of Summit Christian Academy and are willing to have the student educated in accordance with them.

I/We will regularly and earnestly pray for Summit Christian Academy.

I/We will make every effort to be actively involved in worship and service in a local Bible-believing church.

I/We will fully cooperate in Summit Christian Academy's educational activities by doing our best to make Christian education effective in the student's life.

I/We will require the student to support the school's spiritual activities (chapel, classroom scripture memory, etc.).

I/We support the principle and practice of purity in singleness and faithfulness in marriage, which is the union of one man and one woman. Specifically, our home will affirm the Biblical teaching that all sexual conduct outside the sanctity of marriage is a sin, representing a departure from God's ideal as outlined in Scripture.

I/We will pay all of our financial obligations to Summit Christian Academy before the date due. If I/we are ever unable to do so, I/we will notify the School's Business Office, giving a reasonable explanation for the delay and stating when payment will be made.

I/We understand that the School has full discretion in testing, requirements and discipline of the Student in accordance with the "discipline policy" as published.

I/We understand that the School reserves the right to place the Student at the appropriate grade level and designate the appropriate teacher(s).

I/We understand that the School reserves the right to remove the Student when either the parents/guardians or the Student does not cooperate or counter the school's policies.

I/We will volunteer for duties and responsibilities for Summit Christian Academy as opportunities arise and God provides the time and strength.

I/We will enthusiastically support SC's extra-curricular programs and athletic teams. We commit to treating coaches, officials, opposing players, and fans as esteemed guests and demonstrating the utmost respect at all times.

I/We will be faithful to attend all parent conferences at Summit Christian Academy as best we can.

If I/we become dissatisfied with Summit Christian Academy in any way, I/we will strive to resolve the matter with the person(s) involved as peacefully and lovingly as possible rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)

I/We have read and agree to the Liability and Dispute Resolution policy as stated in the General Policy section of the Parent/Student handbook.

Parent/Guardian Signature

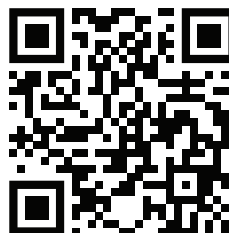
Print Name

Date

Student Name (Please print)

INSTRUCTIONS: Please print, sign, and return to the school office. Or download and open PDF and sign electronically. Email signed electronic document to office@summit.school.

You will find both the Student Code of Conduct Agreement and the Parent/Guardian Statement of Support on the Summit website at summit.school/parents



PERSONAL ELECTRONIC DEVICE POLICY

To support an environment focused on learning, the use of personal internet-connected devices is limited during the school day. This includes **cell phones, smartwatches, smart glasses, wearable cameras, gaming devices,** and any other device capable of sending, receiving, recording, or accessing data.

Elementary School K-4

Elementary students may not bring personal electronic devices of any kind to school.

Intermediate School 5-8

Intermediate students may not use personal devices during school hours.

- All devices must be **powered off** during the school day unless specifically approved by a teacher for instructional use.
- Device use on field trips is at the discretion of the teacher.

High School 9-12

High school students may use personal devices **before school, during passing periods, and at lunch.**

- Use during class is not allowed unless a teacher grants permission for educational use.
- Devices that are seen or heard during class without permission will be confiscated and returned at the end of the day.
- Ongoing issues will result in additional disciplinary action.

This policy applies to **all personal, internet-enabled devices**, regardless of

how they are worn or carried. Students are expected to manage their devices responsibly and respect classroom expectations.

Note: Exceptions to this policy may be made for students with medically necessary devices that require internet connectivity. These exceptions must be approved in advance by Administration.

COMPUTER & INTERNET POLICY

This policy applies to all students. Computers can only be used for education and research, approved by the teacher.

1. No games or personal internet use without a teacher's permission.
2. No modifying software, network, or computer settings, no accessing or altering files except your own.
3. Email and Canvas inboxes can only be used for school-related matters: no abusive language or inappropriate content.
4. Computers must be used legally, not revealing personal information or other private details.
5. Violating the policy may result in loss of computer privileges and disciplinary action.

DANGEROUS WEAPONS

Students shall not possess any weapon (including guns, knives, mace, and any item designed or used for inflicting bodily harm or physical damage), ammunition, or other explosive devices (real or simulated) on the Summit campus or at any school activity or function. Anyone caught with a weapon will face suspension and may be reported to law

enforcement.

Students, staff, and parents are expected to immediately report any suspected weapon possession to a teacher or school administrator.

DISCRIMINATION/HARASSMENT

Unacceptable behavior includes but is not limited to insulting comments and actions, including racial slurs or other forms of verbal, written, electronic, or physical conduct that are hostile, intimidating, bullying, degrading, threatening, or violent in nature.

If a student or parent feels they have experienced discrimination or harassment, they should report it to the school principal. A teacher or staff member can also be informed of the complaint and must promptly inform the principal. The principal or a designated representative will investigate the complaint, and appropriate disciplinary measures may be taken at the end of the investigation. Both parties will be notified of the outcome.

Retaliation against anyone who reports discrimination, provides testimony, or helps with the investigation is also prohibited and could result in disciplinary action.

SEXUAL HARASSMENT

Summit Christian Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and Summit policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect

any member of the Summit community and is dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative offices.

DRUGS, ALCOHOL, & TOBACCO

Students are prohibited from using, being under the influence of, possessing, furnishing, or distributing tobacco/tobacco products, alcohol, illegal or illicit drugs, drug paraphernalia, inhalants, or other mood-altering substances while at school or any school-sponsored event.

Illicit drugs include but are not limited to steroids, prescription, and over-the-counter medications being used for an abusive purpose, including when such drugs are not used following the prescription or directions for use and are not being used for the treatment of a current medical condition of the student.

Mood-altering substances include but are not limited to: paint, glue, aerosol sprays, and similar substances.

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

DRUG TESTING

Summit Christian Academy mandates that all high school students, grades 9-12, undergo an annual drug test conducted by a local medical laboratory. The associated testing fees are added to the high school enrollment fees. Additionally,

Summit implements a random drug testing policy for all staff members and high school students.

Participation in random drug testing may be requested at any point during the school year, with no prior notice

provided. Students who refuse to participate shall no longer be permitted to attend Summit Christian Academy. You may download a copy of our full Drug Testing Policy on our school website or request a copy from the school office.

BULLYING POLICY

Negative behavior exhibited by students is addressed in a fair and balanced manner. Bullying is characterized by an individual behaving in a certain way, whether physically, verbally, or through cyber means, to gain power or control over another person. Once the school is made aware of any such behavior, the situation is evaluated as to the seriousness of the behavior by using the guidelines below:

IMMATURE Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Immature Behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

UNKIND Behavior

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Unkind Behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.

BULLYING Behavior

Bullying is an act or repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically, emotionally, psychologically, or any combination of the three)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Bullying Behavior is determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require restitution, a parent conference and a minimum of one day suspension.

SEARCHES AND SEIZURES

The school has substantial interest in maintaining a secure, drug-free environment and school activities. Students have no right to privacy in their school lockers or desks. By using a school locker or desk, students agree to any searches deemed necessary.

The school may conduct searches and confiscate items that violate school policy or disrupt the learning environment. Searches by school officials may be random, unannounced, and with or without reasonable suspicion and do not require student consent. School officials or local police will conduct investigations, and trained dogs may be used to search for weapons and drugs.

The principal or their representative may search a student's vehicle or personal possessions while on school grounds or at school events for illegal or prohibited items or stolen property. The decision to search must be based on reasonable suspicion of rule-breaking, and factors such as the student's history, age, the nature of the violation, and the urgency of the search will be considered before conducting the search.

LOCKERS

1. School administrators or staff have the authority to unlock, inspect, and/or search student lockers at any time, without needing reasonable suspicion of a rule violation, prior notice, the student's presence, or the student's consent. By accepting the assignment or using a school locker, students consent to any and all inspections and

searches and acknowledge that they have no privacy in such locker.

2. Students are to use only the locker assigned explicitly 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.
3. Students may decorate the inside of their locker without the use of self-adhesive stickers. Outside locker decoration will be approved by school administration. Pictures and other decorations must be in keeping with Christian standards.
4. 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

We advise students to lock their lockers due to a large amount of non-school traffic in the building. The school is not responsible for lost or stolen items.

Students shall only use locks provided by the school on school lockers. Combination locks are loaned from the school on a per-year basis for student lockers. If a student loses a combination lock or returns it in an unusable condition, the replacement cost of \$15 will be charged to the student's account.

DISCIPLINE PROCESS

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

LEVEL 1: Infractions or patterns of infractions that may result in detention, behavior probation, and/or parental notification.

LEVEL 2: Major infractions or patterns of infractions resulting in Parent/Administration conference may result in behavior probation, suspension, final probation, dismissal, or expulsion. This level may also affect extracurricular activities and eligibility.

LEVEL 3: Major infractions or patterns of infractions resulting in final probation and/or may result in suspension, dismissal, or expulsion. This level may also affect extracurricular activities and eligibility.

EXAMPLES OF LEVEL 1 INFRACTIONS:

- Disrupting class
- Disrespect displayed towards staff or other students, including but not limited to quips, murmuring, and rude or negative expressions and gestures.
- Dress or grooming code violations
- Gum, food, or beverage in undesignated areas. (Minor vandalism as a result of this infraction requires repair, replacement, or cleaning by the student)
- Leaving the school building without permission
- Missing or tardy to an assigned detention (double detention is given)

- Excessive Tardies
- Language infractions (gossiping, slander, mockery, offensive slang)
- Lying

EXAMPLES OF LEVEL 2 INFRACTIONS:

- Receiving more than three detentions in a single semester
- Blatant disrespect or disobedience to any parent, administrator, teacher, or staff
- Behaviors that 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
- 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 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
- Setting off a false fire alarm
- Possession or use of any contraband on campus
- Excessive Level 1 infractions

EXAMPLES OF LEVEL 3 INFRACTIONS:

- Receiving more than five 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
- Use, possession, or under the influence of illegal or controlled substances.
- Use, possession, or under the influence of illegal or non-prescriptive drugs (See drug policy.)
- Indecent exposure
- Sexual misconduct
- A 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
- Excessive Level 1 and/or 2 infractions

BEHAVIORAL PROBATION

A student may be placed on behavioral probation if that student is consistently violating the rules (regardless of the number of detentions), and/or displaying a pattern of behavior or attitudes that endangers students, disrupts the classroom, or is detrimental to the school's morale. The Administration will con-

tact the parents of students considered for behavioral probation 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, an administration/faculty committee will evaluate a student's behavior often. If sufficient progress has not been shown, the committee may recommend to the Administration that the student be ineligible to continue at Summit.

DETENTION

We desire to help each student govern their own behavior at Summit. Students violating behavioral policies will be required to serve detention. Parents will be notified of the assigned detention day. Moving detention to a different date is solely at the discretion of the Summit Administration. Failure to serve the assigned detention will result in further disciplinary action.

SUSPENSIONS

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

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 their suspension.

The student may receive zeroes for all class work during the term of the suspension. The student may schedule with their 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 work must be completed and turned in to the appropriate teacher on the day of return in order to return to class. If a test or quiz is due on the day of return, the student must be prepared to take the test/quiz that day.

GRADE-LEVEL RETENTION

Students may be required to repeat a grade due to substantial and/or ongoing academic or behavioral issues. The goal is to provide the student with additional time and resources to master the appropriate standards, ensuring their success at the next level.

DISMISSAL AND EXPULSION

The dismissal or expulsion process will be conducted with the counsel of the Discipline Review Committee. 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 Summit Christian Academy.

PERSONAL APPEARANCE GUIDELINES

Students are to appear conservative, modest, and appropriate. SCA administration, teachers, and staff reserve the right to determine appropriate or inappropriate dress during school and at school functions. The following standards apply to uniform, spirit, and free-dress days.

Summit Christian Academy 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.

DESS CODE VIOLATIONS

Parents are responsible for ensuring that their elementary 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.

GENERAL GUIDELINES

1. All students must remain in standardized dress for the entire school day.
2. SCA uniforms or Spirit wear must not be altered in any way (e.g., markings or drawings, pins, rips, tears, holes, etc.).
3. If a student leaves campus and returns to school, he/she must return to the standard dress code.
4. Clothing should fit the student and not be excessively baggy, form-fitting, or revealing.

SHIRTS/SWEATERS

1. Shirts must be a solid color. Styles that are acceptable for students include:
 - Polo-style shirts
 - Oxford-style shirts (button-up with collar)
2. Students may layer these shirts with:
 - Solid color cardigans*
 - Solid color sweater
 - Summit hoodie
 - Summit sweatshirt
 - Summit pullover
 - Solid color sweaters

** If worn, must have acceptable shirt on underneath.*

** High school exception: Sweaters may be worn without a polo unless it is a wide-neck sweater.*
3. No patterns, insignias, or brand symbols.
4. Sweaters must be a solid color, free of rips, holes, or tears, and allow for a range of motion while covering the midsection.
5. Summit branded sweatshirts and hoodies, purchased from the Summit Spirit Store, athletic department, or school-sponsored club may be worn with uniform pants any day of the week.

PANTS/SHORTS

1. Dockers/uniform style pants or walking shorts in black, navy, gray, or tan khaki. Pleated or flat front
2. No leggings, carpenter, hip huggers, jeggings, denim, corduroy, knit, wind breaker or polyester.
3. Must be worn at the appropriate waist level.
4. Shorts must be no shorter than fingertip length.
5. Blue jeans may be worn on Spirit Days, the last day of each week.

SKIRTS/SKORTS/LEGGINGS (GIRLS ONLY)

1. Solid skirts/skorts in black, navy, gray, or tan khaki.
2. No shorter than 2 inches from the crease in the back of the knee.
3. Under regulated length skirts, any coordinating solid-color leggings may be worn.
4. Girls must wear shorts under their skirts.

JUMPERS/POLO DRESSES (K-4 GIRLS ONLY)

1. Solid jumper in black, navy, gray, or khaki.
2. Solid polo dress in any solid color.
3. No shorter than 2 inches from the crease in the back of the knee.
4. Solid-colored shorts must be worn underneath jumpers and polo dresses.

ELEMENTARY SHOES

1. Must have a closed back, covered toe, clean, and in good condition.
2. Tennis shoes are recommended.

Must be fastened, laced, and tied during the school day.

3. Boots, casual, and dress shoes are permitted.
4. No flip-flops, "Crocs," roller skate shoes, athletic slides, house slippers, or "light up" shoes.

INTERMEDIATE AND HIGH SCHOOL SHOES

- Boots, casual, dress shoes, and Birkenstock sandals are permitted at the high school campus. Heels worn must not exceed 2". No flip-flops, "Crocs," roller skate shoes, athletic slides, or house slippers.

GROOMING

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

HAIR

Hairstyles and accessories should not draw undue attention to the student. Students will avoid extreme hairstyles and colors, which are not acceptable. Ultimately, acceptable styles and colors are at the administration's discretion.

1. Hair should be clean, neatly groomed, and capable of being kept away from the eyes.
2. Only hair colors and tints that fall within the "natural" color range and pattern are acceptable.
3. Simple, stylized lines are acceptable if neat and non-distracting. However, insignias, symbols, logos, or other identifiable images shaved, carved, or dyed into the hair are not permitted.

JEWELRY AND ACCESSORIES

Conspicuous or distracting accessories are not acceptable.

1. Boys cannot wear earrings, ear studs, or jewelry in any pierced body part.
2. Girls are permitted to wear no more than two pairs of modest-size earrings at one time and cannot wear them in any pierced body part other than the ear. Excessive hoop and/or dangling earrings are not acceptable.
3. A simple necklace or chain is permitted around the neck.
4. Watches are allowed as long as any alarms or features do not disturb the learning environment. Smartwatches are strictly prohibited in elementary and intermediate schools. High school use of smart watches and wearables will fall under the guidelines of the personal electronic device policy. (See page 28).
5. Students are not allowed to have permanent tattoos at any time. If a student already has a tattoo before enrolling, they must ensure it remains covered while on school campus or attending Summit functions. Additionally, students are prohibited from marking or drawing on themselves with ink, markers, or similar materials.
6. Makeup is not allowed in elementary grade levels.
7. Elementary students may not carry a purse in the classroom. It must always remain in a backpack or locker.

8. Caps, hats, bandanas, and scarves are not to be worn inside the building unless permitted for a specific spirit day.
9. No hoods are to be worn in class.
10. Facial hair must be groomed, clean, and not extreme in length.

SPIRIT DAY ATTIRE

The last day of each week is Spirit Day. School administration may select other days as Spirit Days.

1. Students may wear Summit branded t-shirts/sweatshirts/hoodies with (blue only) jeans, jean shorts, or uniform bottoms. Eligible spirit wear clothing must be purchased from the school spirit store, athletic department, or school-sponsored club.
2. No overalls or jegging permitted. No markings, drawings, pins, rips, tears, holes, etc.
3. Students not participating in Spirit Days need to be in full school uniform.
4. SCA-branded hats purchased from the SCA spirit store or athletic department maybe worn on Spirit Day.
5. SCA-branded joggers purchased from the Summit spirit store are permitted on Spirit Day.

PHYSICAL EDUCATION ATTIRE

Elementary students wear their school uniforms 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.

DRESS STANDARDS FOR SCHOOL EVENTS

Students are expected to follow Summit's guidelines for modesty, fit, and length when attending any school-sponsored event, including but not limited to after-school athletic events, group meetings, field trips, performances, and other school-sponsored activities.

Non-compliance will be treated as an Honor Code violation and considered a Level 1 infraction (see page 33).

STUDENT HEALTH POLICIES

Each student must have a completed medical form on file with the school office. This form must be resubmitted each year. Please notify the office during the school year to update your child's information. Whenever your child cannot attend school due to illness, the parent must contact the school office by 8:45 a.m. to report the illness's absence and nature.

1. **Starting the day.** Please pay careful attention to your child's condition each morning. If your child is not feeling well, please check their temperature, and keep them 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 Summit students and faculty.
2. **Fever at school.** When a child complains that they are 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 30 minutes.** For this reason, it is vital 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 children if they are not well enough to participate in class activities.
4. **Returning to school.** Children who stay home with a fever must 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 them back to school before making sure the temperature has been normal for 24 hours without the use of fever-reducing medicines. Parents should allow their child to regain their strength before they are sent back into the busy school routine.

COMMUNICABLE DISEASES

Children who contract infectious diseases must meet public health regulations listed below before returning to school. This is a quick reference guide; please contact school administration for cases not listed.

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 their 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, repeat the treatment, and 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. Students should remain at home until 24 hours of appropriate antibiotic therapy has begun.

Covid 19. Students and staff should stay home if they are experiencing symptoms of COVID-19 or any other illness.

Students may return to school after no fever (100°) or vomiting for 24 hours and respiratory symptoms have improved.

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.

Other medical conditions or diseases will be analyzed on a case by case basis.

MEDICATIONS

A medication authorization form must be completed for over-the-counter and prescription medications. A physician's signature is required for all prescription medications. The authorization must identify the student, and the medicine and include or refer to the label for instructions on administering the drug.

Medications should be delivered to the school nurse in its original container with the written authorization of the student's parent or guardian for administering the medicine.

Medications will be administered during school hours 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. If the drug 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 medicine. However, the student's parent or guardian may 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 to administer the medication properly. The student's parent or guardian is responsible for providing the school with the required written statement.
- 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. 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 Pastors, Board members, agents, and employees from any claim, adverse reaction or injury suffered by the student as a result of the self-administration of medication.
- The school will only administer non-prescription medication with prior written authorization of the parent or guardian. 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.

FOOD ALLERGIES

If your child has a food allergy, please provide the school with a note from your child's physician. Students with milk allergies may choose to drink water or bring their own beverages. Hot lunches should be chosen with care for children with food or milk allergies. Substitutions will not be provided. For further information, please visit the nurse's page on our website.

PERSONAL SPIRITUAL COUNSELING

At Summit Christian Academy, we recognize the importance of supporting our students in all aspects of their growth and development, including their spiritual and academic lives. Our dedicated staff, including teachers, administration, and Assembly pastoral staff, are always available to provide guidance, encouragement, and support to our students. If necessary, we may also provide recommendations for professional counseling services. Our goal is to help our students reach their full potential and become well-rounded individuals who are equipped to make a positive impact in the world.

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SUMMIT STAFF

For a complete directory
of Summit Staff, please visit:

summit.school/staff



Or use the QR Code
for quick access.