



# SUMMIT CHRISTIAN SCHOOL

*Celebrating 37 Years of Learning Excellence*



## 2011 - 2012 PARENT/STUDENT HANDBOOK

4900 Summit Boulevard • West Palm Beach, Florida 33415

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## RESPONSIBILITY of PARENTS and STUDENTS

It is extremely important that each student *and* parent be familiar with the policies and practices that are in existence at Summit Christian School.

The 2011-2012 Parent-Student Handbook has been prepared with the purpose of serving as a guide to school officials, students, and parents. If

the contents of this handbook are known, and the guidelines followed by all, the school will function smoothly and efficiently. Therefore, a lack of knowledge will not excuse a student from their responsibilities of obeying.

Parents are expected to support and uphold school policies. When a parent openly demonstrates to students or other parents a lack of support for school policies, it can be counterproductive to the student's development and the school's positive intent, thereby hindering its effectiveness. By maintaining harmony, the result will increase academic achievement and a greater degree of satisfaction for all.

We realize that the handbook may not cover every issue that may arise. If, at any time, disagreements develop between the school and the home, it becomes the obligation of both to resolve these in a Biblical fashion: that of going directly to the parties involved for clarification and explanation. A basic rule of thumb is to keep in mind: Right Time - Right Place - Right Spirit. SCS has chosen their teachers and staff for their Christian commitment and high ideals; however, this does not make them immune from human error. All suggestions and comments are welcomed and encouraged for the overall strengthening of the school.

Our commitment to you as we partner with our parents in the education of their children is to provide competent teachers, a full and balanced curriculum and communication with the home. We ask that you would be committed to school meetings and actively support other school sponsored activities, realizing that parental participation is critical to the health and well being of the school.

Sincerely,



Sheila Van Es  
Lead Administrator

# SUMMIT CHRISTIAN SCHOOL HISTORY

Summit Christian School opened its doors under the name of New Hope Christian Academy in September of 1972, and has been in continuous operation since that time. In February of 1974, Calvary Baptist Church purchased and began operating the school. The school's name was changed to Summit Christian School in August of 1974, and is now its own 501(C)(3) entity.

In 1987, the school purchased an additional three and one-half acres contiguous to the existing ten-acre campus to allow for future growth. In 1989, the preschool was enlarged and expanded to include infants (six-week-olds) through children three years of age. This program is housed in our beautiful 10,500 square foot Preschool Center, located on the west side of the campus. It can accommodate over 200 children of this age group. In 2006 the K-4 program was adopted from elementary.

In February of 1994, property was purchased on the corner of Haverhill Road and Summit Boulevard (over 4 acres), bringing the total campus size to nearly 19 acres.

We dedicated our gymnasium/multipurpose building, The Enochs Center, in April 2003. This facility houses classrooms on the upper level and a beautiful gymnasium is used for athletics, chapels, assemblies and programs.

## CHRISTIAN BECAUSE

Summit Christian School is a private, non-denominational, not-for-profit Christian School. The purpose of Summit Christian School is to provide a distinctive quality Christian education founded on the principle that Jesus is our Savior and the source of all truth. We expand this principle and show how this truth can be applied in all facets of life.

In every subject, the instructors attempt to show the Lord's place - in history, science, math, English, etc. In history, man is viewed as God's creation whose past actions can only be interpreted as being right or wrong in light of man's greatest history book - the Bible. Science, too, starts with man's origin and presents God's creation in six literal twenty-four hour days as the only intelligent beginning. Some basic concepts of God cannot really be understood until the

study of math is undertaken. In geometry, a circle illustrates God in that it has no beginning and no end. In English, death can be viewed by a Christian as a comma - a short pause with more to come, not as the final punctuation mark, the period. The Bible is taught in every grade with an emphasis on the lost state of man and man's need for salvation and continued growth in the Lord Jesus Christ.

## ACCREDITATIONS

SCS is fully accredited by the Florida Association of Christian Colleges and Schools (FACCS), a member of the National Council for Private School Accreditation (NCPSA) and Christian Schools of Palm Beach County (CSPBC). The Athletic Department is a member of Palms Athletic Christian Conference (PACC) and Florida High School Athletic Association (FHSAA). All of the Preschool teachers have their Childhood Development Associates credential (CDA) and their Assistants have completed the Department of Children and Families 40 Hour Child Care Course. In-service classes are taken annually in addition to maintaining current First Aid and CPR certification.

Our faculty members maintain the highest standards of excellence. All are certified through FACCS and attend seminars and enrichment programs such as the Philosophy of Education Course and local college master degree programs. They are dedicated to providing a caring, Christian environment to nurture the spirit as well as the mind.

## MISSION STATEMENT

Our mission is to impact students for God's Kingdom: To teach them to think critically and Biblically, to act morally and responsibly, while providing an environment that gives them security, significance, and opportunity.



## **CHRISTIAN PHILOSOPHY**

Christian philosophy sees all things in their relationship to Jesus Christ. Truth can be fully known and rightly understood only in the light of its relationship to God in Christ, for in Him, who is Truth, are hidden all the treasures of wisdom and knowledge. God gives evidence of Himself in His works, for "...of Him, and through Him, and to Him are all things..." (Romans 11:36) Therefore, a study of "all things" in light of God's revelation is the crux of a Christian philosophy of education.

### **PURPOSE**

1. To lead students to receive Jesus as Lord and Savior
2. To assist parents to provide a Christian Education for their children spiritually, morally, physically, academically and socially to the highest degree of his/her capabilities under God
3. To encourage children and parents to become rightly related to the ministry of a local Bible believing evangelical church

### **STATEMENT of FAITH**

In order to give a clear understanding of the fundamentals of the Christian faith for which Summit Christian without exception stands, we include in this handbook our "Statement of Faith."

1. We believe the Bible is the inspired, infallible, inerrant, authoritative Word of God. (II Tim. 3:16)
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Gen. 1:1; John 10:30; John 4:24)
3. We believe in the Deity of our Lord Jesus Christ (John 10:33); in His virgin birth (Isa. 7:14; Matt. 1:23; Luke 1:35); in His sinless life (Heb. 4:15, 7:25); in His miracles (John 2:11); in His vicarious and atoning death through His shed blood (Eph. 1:7; Col. 1:14); in His bodily resurrection (John 11:25); in His ascension to the right hand of the Father (Acts 1:11); and in His personal, imminent return in power and glory. (Rev. 18:11-16)
4. We believe that all men are sinful by nature (Rom. 3:23; 5:8) and as such at enmity with God and therefore regeneration by the Holy Spirit is absolutely essential to their salvation. (Rom. 3:19)
5. We believe that men are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace through faith alone are we saved. (Acts 13:38-39)

6. We believe that Satan is a person and that hell is a place of eternal conscious punishment of all unsaved. (Job 1:6-7; Matt. 25:46) (Rev. 20:14-15)
7. We believe that the Holy Spirit convicts of sin, makes believers children of God through the new birth, assuring them of heaven, and by His indwelling enables Christians to live a godly life. (John 16:8; I Cor. 3:16; I Cor. 12:13)
8. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (John 5:28-29)
9. We believe that the Body of Christ consists only of those who are born again (John 3:3), for whom Christ now makes intercession in heaven (Heb. 7:25), and for whom He shall return. (John 14:3)
10. We believe in Christ's "Great Commission" to the Church to go into all the world and preach the gospel to every creature, baptizing and teaching those who believe. (Matthew 28:19 - 20)

## **CHRISTIAN PROGRAM of EDUCATION**

Summit Christian School is dedicated to the mission of providing a Christian Education - a process of learning that develops Christian character when it is energized by the Holy Spirit, based on the authority of the Scriptures, and vitally related to the Christian church and the Christian home. In keeping with this philosophy, Summit Christian School provides an educational program which:

1. Reveals Jesus Christ to the student through the curriculum, the lives of teachers and students, and its evangelical emphasis.
2. Develops Christian character in the student, producing a life of victorious Christian living and faithful service.
3. Directs each student in the development of skills, concepts, attitudes, and values essential to his progress toward becoming a successful Christian citizen.
4. Prepares the present generation of Christian youth to exercise leadership under God
5. Provides a quality education in a Christian atmosphere.

To accomplish these goals, the school provides:

1. A Christ-centered world view, with academic excellence. (Col. 1:17; 2:3)
2. An academically qualified and spiritually dedicated faculty and staff.
3. An approved program of instruction with the Christian perspective.

4. A program of counseling and guidance within the Christian frame of reference.
5. A curriculum which includes moral training that is biblically based.
6. A program of social activities, acceptable to Bible believing Christians.
7. An educational experience providing personalized attention to the spiritual, as well as the intellectual, physical, and social needs of the student.
8. An opportunity for the church and the home to receive valuable assistance in the spiritual training of youth.
9. A challenge to students to recognize and respond to God-delegated authority in the home, church, school, and government to develop the student's greatest potential.

## STUDENT ACTIVITIES

Summit Christian School offers its students a wide range of student activities to enhance their education. The following information is a representative list of activities available.

### SPORTS

<b>Middle/High School</b>	<b>Elementary</b>
Soccer	Soccer
Volleyball	Volleyball
Basketball	Basketball
Cheerleading	T-Ball Baseball
Softball	Coach Pitch Baseball
Baseball	Kid Pitch Baseball
Track and Field	
Golf	
Flag Football	
Tackle Football	

### SPECIAL EVENTS

Class Retreats and Trips	Pep Rallies
Spiritual Emphasis Week	Christmas Programs
Special Speakers	Spring Programs
Homecoming Activities	Prom
Honors Ceremony	Family Fun Day
Grandparents' Day	Track & Field Day (Elementary)
Theatrical Presentations	
Auction	
Daddy/Daughter Dance (Elementary)	

### MUSIC

Elementary Choir	High School Choir
Elementary Ensemble	HS Worship Team
Middle School Choir	

## AIDS TO CHRISTIAN GROWTH

Worship Leadership Team	Bible Studies
Leadership Retreats	Chapels
Community Service	

## STUDENT ORGANIZATIONS

Student Council	Yearbook
National Honor Society	Green Team
National Junior Honor Society	Beta Club
National Spanish Honor Society	

## ADMISSION REQUIREMENTS

It is the position of Summit Christian School that the services of private education in Florida shall be provided to the children in the state without discrimination based on race, color, national or ethnic origin. Students who are average or above average in ability and achievement, superior in character, and cooperative in conduct are encouraged to apply for admission to SCS.

Students must reside with parents, legal guardians and/or school approved guardians in order to attend Summit Christian School. Any criminal history/record must be revealed at the time of application. We do not accept students who are married, pregnant and/or have children (special exceptions may apply). Students who marry and/or become pregnant during the school year must withdraw from school.

## REGISTRATION PROCEDURE

Parents may begin the process toward enrolling students on any school day, Monday through Friday, from 8:00 AM - 4:00 PM in the Admissions Office. The following process is required for registration to be finalized:

- Tour of facility
- Schedule testing date
- Submit completed application with \$100 application fee (non-refundable and non-transferable)
- Initiate recommendation form process
- Submit copies of most recent report card, standardized test results
- Submit medical information (HRS physical form & immunization records)
- Submit copy of birth certificate and recent photo of applicant
- Submit registration fee (non-refundable and non-transferable)
- Complete and sign financial agreement form
- Parent/student interview with administrator

When a student transfers to SCS from any school, a transcript in a sealed envelope must be provided from their last school. This includes their final grades for ninth through twelfth grades and the credits they have earned. The credits from the transferring school will be matched with the credit policy of SCS so that final credits may be given. Students must meet the standards of the state of Florida and FACCS, the only exception being that Bible classes will not have to be made up if students did not attend SCS for all four High School years.

**PLEASE NOTE: Applying for admission does not guarantee placement in a class. It is the first step of the acceptance process for the student.**

### Re-Enrollment Procedure

Existing students are given advanced enrollment opportunities prior to the open-enrollment date. Re-enrollment and Financial Agreement Forms must be completed each year and submitted with the Registration Fee to secure class placement. Tuition accounts must be made current for eligibility to re-enroll. Students with repeated disciplinary issues may not be eligible to re-enroll without administrative approval.

## FINANCES

### TUITION FOR THE 2011-2012 YEAR

The charge for tuition is an ANNUAL FEE divided into equal installments. It is not based on a daily or calendar month fee.

K-5 through 5th Grade ..... \$7,995.00

### Fees

Registration Fee ..... \$400.00

The registration fee is due at the time of registration. It is non-refundable and non-transferable. This fee must be paid at the time of enrollment or re-enrollment in order to hold a place in the class.

K5-12th Grade operational Fee ..... \$350.00

Senior Graduation Fee..... \$250.00

### Secondary School Electives

Athletic Fee ..... \$50.00 per sport

AP Test Fee ..... \$100.00 per course

### Extended Care

K5-5<sup>th</sup> Grade.....\$55.00 per week

6<sup>th</sup>-12<sup>th</sup> Grade Study Hall.....\$55.00 per week  
\$12.00 per day

### Transportation

One Way.....\$900.00

Two Ways.....\$1,100.00

Each Additional Child ..... \$450.00

Each family must complete and sign the Financial Agreement form. This agreement details Summit Christian School's financial policies and outlines the tuition payment options. The billing information and signature of the person responsible for the tuition account are required on this form. Your signature indicates you understand and will adhere to the financial policies.

### POLICIES

- Students may not be admitted to Summit Christian if an outstanding balance exists at a previously attended private school.
- Make all tuition and extended care payments at the Business Office.
- A cash receipt is ALWAYS given when payment is made in cash. Please keep your receipt so you have a record of your payment.
- Your account with Summit Christian School is a **family account**. This account must be satisfied in order to receive any report cards, transcripts and records. **Payment on past due balances must be made with money order or cash in order for report cards to be released.**
- Overdue accounts may result in the student not being allowed to attend school until the account is made current.
- Students' accounts must be current to participate in special class trips.
- Late payments will incur a \$25.00 Late Fee.
- Returned checks incur a \$25.00 Returned Check Fee. The second time the same check is returned, there will be an **additional** \$25.00 fee and the check will **not** be re-deposited: it must be replaced with cash.
- Costs expended by the school for a student to attend a trip or event which the student later decides not to attend will be charged to the student's tuition account (see "School Events/Trips Policy").
- Extended Care fees are charged to your tuition account.
- Attendance for even one day of the month is considered the same as the entire month and the tuition is the parent's financial responsibility.
- In the event that your child(ren) does not start school in August, 50% of 3 months tuition is non-refundable.

## WITHDRAWAL of STUDENTS

A parent or guardian of the student must complete the Withdrawal Form/Survey in the Main Office on or before the date of withdrawal. On the day following the withdrawal, the registrar will complete the withdrawal process and inform the Business Office of any outstanding accounts, missing textbooks, or library books. Withdrawal grades will be secured from the teachers and upon clearance from the Business Office records will be released to the new school. Students must be enrolled at least 30 days of any nine week's period before receiving a grade. A **\$100.00 Withdrawal Fee** per student fee will be charged to your account if your student is withdrawn before the end of the school year.

After the start of the school semester, the entire semester tuition will be due. In addition, for the second semester, notice must be given prior to November 1<sup>st</sup> or there will be a \$450 fee. Accounts must be paid in full with a money order or cash. Transcripts and records will be forwarded to the new school when the account is cleared.

In the event that your child(ren) does not start school in August, 50% of 3 months tuition is non-refundable.

## SCHOOL DAY SCHEDULES

### ELEMENTARY SCHOOL SCHEDULE

8:00.....Class Begins  
2:55.....Elementary Dismissal

To facilitate essential course requirements and necessary time allotments for the courses, students from the 4<sup>th</sup> to 12<sup>th</sup> grades will follow a varied daily schedule :

### 4<sup>th</sup> - 12<sup>th</sup> GRADE BLOCK SCHEDULE

#### Monday, \*Wednesday and Friday

7:55 – 8:00 .....Lockers  
8:00 – 8:54 .....First Hour  
8:58 – 9:56 .....Second Hour  
(Includes Homeroom from 8:58-9:06)  
10:00 – 10:50 .....Third Hour  
10:55 – 11:44 .....Fourth Hour  
11:48 – 12:18 .....Middle School Lunch  
12:22 – 1:12 .....Middle School Fifth Hour  
11:48 – 12:38 .....High School Fifth Hour  
12:42 – 1:12 .....High School Lunch  
1:16 - 2:06 .....Sixth Hour  
2:10 - 3:00 .....Seventh Hour **\*Wed. Chapel**

### Tuesdays (Extended Time for 1, 2, 3)

7:55 – 8:00 .....Lockers  
8:00 – 9:49 .....First Hour  
(Includes Homeroom from 8:58-9:06)  
9:53 – 11:36 .....Second Hour  
11:40 – 12:10 .....Middle School Lunch  
12:13 – 1:14 .....Middle School Fifth Hour  
11:40 – 12:40 .....High School Fifth Hour  
12:44 – 1:14 .....High School Lunch  
1:18 - 3:00.....Third Hour

### Thursdays (Extended Time for 4, 6, 7)

7:55 – 8:00 .....Lockers  
8:00 – 9:49 .....Fourth Hour  
(Includes Homeroom from 8:58-9:06)  
9:53 – 11:36 .....Sixth Hour  
11:40 – 12:10 .....Middle School Lunch  
12:13 – 1:14 .....Middle School Fifth Hour  
11:40 – 12:40 .....High School Fifth Hour  
12:44 – 1:14 .....High School Lunch  
1:18 - 3:00.....Seventh Hour

### Elementary-Secondary Half Day Schedule

8:00 – 8:30 .....First Hour  
8:35 – 9:05 .....Second Hour  
9:10 – 9:40 .....Third Hour  
9:45 – 10:15 .....Fourth Hour  
10:20 – 10:50 .....Fifth Hour  
10:55 – 11:25 .....Sixth Hour  
11:30 – 12:00 .....Seventh Hour

## ACADEMICS

### ACADEMIC COURSES OF STUDY

Realizing that the primary grades constitute the basic foundation of learning for every child, SCS offers a cohesive and systematic curriculum which challenges and encourages the student to establish correct study habits, learning skills, and a positive attitude toward education. There is an emphasis on character training according to the principles of Christ in all disciplines. Detailed information about the curriculum may be obtained from the appropriate school Administrator.

### Elementary School Division

The elementary division (K5 through 5th grade) uses ABeka and Bob Jones curriculums. For individual grade level information, contact the Elementary Office.

## Middle School Division

The following courses of study are required of students in Grades 6-8:

<b>Sixth Grade</b>	<b>Seventh</b>	<b>Eighth Grade</b>
Bible 6	Bible 7	Bible 8
English 6	English 7	English 8
Geography	World History	U. S. History
Physical Ed.	Physical Ed.	Physical Ed.
Computer	Computer	Computer
Science 6	Life Science	Earth Science or
Mathematics 6	Mathematics 7 or Pre-Algebra	Physical Science Pre-Algebra or Algebra I

To complete their schedule, Middle School students choose an elective from courses such as the following: Choir, Art, Drama, Study Hall and Personal Fitness.

## High School Division

### Dual Enrollment

SCS accepts credits from colleges in which students are dually enrolled. These credits count for both high school and college. They are credited as honors courses. Students must meet minimum academic requirements established by the Guidance Department prior to dual-enrollment, and once enrolled, must continue to meet all other Summit Christian course requirements. Students in 9<sup>th</sup> through 11<sup>th</sup> grade must take dual enrollment courses outside the normal school day. Senior students must be enrolled in a minimum of five classes between the college and SCS. At least two of the 5 classes must be taken at SCS. The student must always be in a Bible class. Bible can be taken at the college or at SCS. No Summit tuition discount is given for students who dual-enroll.

### Student Load

1. All students, with the exception of seniors, are required to carry seven subjects with a value of seven units of credit during each of the years of middle and high school, unless special permission is given for fewer subjects.
2. Course changes will not be permitted after the second week of the semester unless it is an exceptional situation.
3. Physical Education is required through ninth grade.
4. Unless a sufficient number of students register for a course, the school may drop the course for that year.
5. Students planning on attending college should contact the college of their choice to make sure

they are taking the courses required for entrance. They are encouraged to seek assistance with this from the high school guidance personnel.

As a college preparatory program, the following courses of study are required of students Grades 9-12:

<b>Ninth Grade</b>	<b>Tenth Grade</b>
Bible	Bible
English 9	English 10
Math	Math
(Algebra I or Geometry)	(Geometry or Algebra II)
Physical Science or Biology	Biology or Chemistry
World Geography or American Gov't	World History (Honor optional)
Phys. Ed./Health	Spanish II
Spanish I	Elective Choice

### Eleventh Grade

Bible  
English 11  
American History\*  
Math (Algebra II,  
Pre-Calculus or  
Consumer Math)  
Science (Chemistry)  
2 Elective Choices

**\*AP Course Available**

### Twelfth Grade

Bible  
English 12  
Economics/Government  
(Honors optional)  
Math (Pre-Calculus or  
Consumer Math)  
Science (Marine  
Biology or Physics)

The following electives will be offered according to the dictates of demand and necessity:

<b>Language Arts</b>	<b>Science</b>
Yearbook /Grades 10-12	Marine Biology

<b>Fine Arts</b>	<b>Other</b>
(1Credit Required)	Weight Training
Art	Christian Psychology
HS Choir**	
Praise & Worship Team	

Most of the core classes have honors courses, as well as regular. Students need to vary their electives and participate in extracurricular activities and take at least one Fine Arts course. Colleges expect them to be well-rounded in order to be accepted.

\*\* To satisfy the requirements for these courses, students must perform in all activities and performances, even those which are not during school hours or their grades will be lowered two (2) or more letter grades, possibly causing them to fail the class.

## GRADING POLICIES

A (4 pts.) Excellent, Superior	A+ ..... 99 - 100 A ..... 95 - 98 A- ..... 90 - 94
B (3 pts.) Good	B+ ..... 87 - 89 B ..... 84 - 86 B- ..... 80 - 83
C (2 pts.) Average	C+ ..... 77 - 79 C ..... 74 - 76 C- ..... 70 - 73
D (1 pt.) Poor	D+ ..... 67 - 69 D ..... 64 - 66 D- ..... 60 - 63
F Failure	F ..... 59 - Below

### Grade Weight Policy – K5 through 12<sup>th</sup>

Daily grades (Seatwork, class assignments, homework).....	15%
Quiz grades .....	35%
Tests, major reports, notebooks, etc.....	50%

### Secondary School Policy – Grades 6-12

To standardize grading procedures and provide consistency between teachers and classes, the following policies are to be followed:

#### Nine Weeks Grades

Daily grades (Quizzes, minor grades).....	50%
Tests, major grades.....	50%

#### Semester Grades

First Nine Weeks Grade .....	40%
Second Nine Weeks Grade.....	40%
Semester Exam.....	20%

## ACADEMIC HONORS and STANDARDS

### Elementary Honors Recognition

Honor Rolls will be tabulated by the Administration.

4.0.....	First Honors
3.5 - 3.9 .....	Second Honors
3.0 - 3.4 .....	Merit Roll

### Secondary Honors Recognition

The purpose of Honors Recognition is to allow students with good grades, good Christian conduct, and dependability (good attendance and few excused tardies) to have more opportunity to exercise leadership. The intent is to follow the example of the Lord in rewarding those who independently show initiative in the development of self-discipline,

academic achievement, obedience to authority, and moral and spiritual values.

**Distinguished Honors** is given to those students who achieve a 3.5 or better GPA per quarter, with no grades less than a B, good attendance, no suspensions and fewer than 3 discipline referrals and in the quarter.

**Honors** is given to those students who achieve a 3.00 – 3.49 GPA per quarter, with no grades lower than a C, good attendance, no suspensions and fewer than 3 discipline referrals in the quarter.

Students who receive this recognition for the 1<sup>st</sup> three quarters of the school year will be eligible for the Annual Academics Honors Program which recognizes their achievement.

### Graduation Requirements

Requirements for graduation begin in the ninth grade. (*Exceptions: Algebra I and Physical Science when taken in the 8th grade and passed with at least an 80%. Course must be retaken in 9th grade if the student receives less than an 80%.*)

1. A student must earn a minimum of 26 units of credit and a minimum of a 2.0 cumulative grade point average.
2. A student must successfully complete the following required units of study:
 

English.....	4 credits
Social Studies .....	4 credits
Science .....	3 credits
Mathematics .....	4 credits
Bible .....	4 credits
Electives (1 Fine Arts) .....	4 credits
Foreign Language.....	2 credits
Physical Education/Health .....	1 credit
3. A student will receive **no** credit for a course when the course is unsatisfactorily completed. Special arrangements may be made (subject to the approval of the teacher and Principal).
4. To be the valedictorian or salutatorian of the graduating class, a student must have been a full-time student at SCS for his final four (4) consecutive semesters, and have good spiritual and disciplinary standards.
5. Community Service Hours (totaling 100 and in-service to a non-profit organization) are required for graduation. It is recommended that they be acquired 25 per year beginning after promotion from the 8th grade. Students entering after the 9th grade will have their hours prorated. At least 25 hours must be completed in the senior year.

## Homework

Homework assignments are not to be given “just to give the student something to do”. Homework assignments are to be justified on the basis of need and are a necessary part of the learning process. Therefore, a certain amount of homework will be assigned nightly and is required to be completed by the next school day. Teachers reserve the right to require students to redo work that is sloppy or not acceptable.

Homework, per class, should not take the average student more than 30 minutes for high school and no more than 20 minutes for middle school. NOTE: Honors, AP and upper level courses may require more homework. No homework will be assigned on Wednesdays since it is church night, with the exception of reviewing Math for the Thursday test.

Homework is due the day it is assigned to be turned in. Late work will be accepted on a very limited basis for a reduced grade. Middle School students will be allowed to turn in 3 late assignments per class per 9 weeks. The only exception is that 6<sup>th</sup> graders will be allowed to turn all homework in one day late for 70% credit the first semester only. Second semester 6<sup>th</sup> grader will follow the normal 3 per class policy. High School students will be allowed to turn in 2 late assignments per class per 9 weeks. The late assignments will be graded and receive 70% credit. All other late assignments will receive a grade of zero. The students will still be required to complete the assignments.

Secondary students that continually fall behind on homework assignments may be:

- 1) removed from extra-curricular activities (sports/drama) until all homework is completed.
- 2) suspended until all homework is turned in
- 3) eligible for dismissal from school

It is the responsibility of every MS and HS student to write their daily homework assignments in an agenda. Teachers will keep assignments posted on the chalkboard.

Projects and papers that carry more weight than a homework assignment are due on the assigned date. If not turned in on assigned date, they will receive 70% credit the following day only. Beyond that they will receive a zero, but are still responsible for the work.

## InfoDIRECT

Parents are expected to keep up with their student’s progress and assignments through InfoDirect.

To receive a password which enables you to view grades and assignments, contact the office pertaining to your student’s grade level. Assignments are updated weekly. Please check your student’s agenda for the most accurate listing.

## PROMOTION POLICIES

### Elementary School (Grades K5-5)

1. A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.
2. If two (2) core subjects are failed, the student may be asked to repeat the grade or successfully complete summer tutoring from an accredited teacher in those failed subjects upon teacher recommendation and administrative approval.
3. If three (3) core subjects are failed, the student must repeat the grade.
4. Special exceptions are reviewed by the Administration.

### Middle School (Grades 6-8)

1. A 6th, 7th or 8th grade student must have passed all core academic subjects (Bible, English, History, Science, Math) in order to pass to the next grade level. Summer school will be required for each **semester** of a core class that is not passed.
2. If two (2) core academic subjects are not passed, credits from an approved summer school or tutoring will be applied for consideration of promotion.
3. If four (4) semesters of core academic subjects are failed, the student will not be allowed to enter the next grade level, since no more than two (2) classes are allowed to be taken in summer school, unless permission is granted by the principal for extenuating circumstances.
4. Special exceptions are reviewed by Administration.
5. Stanford Achievement Test scores can affect evaluation of a student’s promotion.

## High School (Grades 9-12)

1. A student must have completed a total of six (6) credits of core high school work, including five (5) academic credits, in order to enter the tenth grade. Summer school will be required for each **semester** of class that is not passed.
2. A student must have completed a total of twelve (12) core credits, including ten (10) academic credits, in order to enter the eleventh grade.
3. A student must have completed a total of eighteen (18) core credits, including fifteen (15) academic credits, in order to enter the twelfth grade.
4. A senior must complete a total of twenty (20) academic credits and at least four (4) Elective credits in order to graduate.
5. Special exceptions are reviewed by the Administration.
6. Stanford Achievement Test can affect evaluation of a student's promotion.

## Extracurricular Activity Involvement

To be eligible to participate in extracurricular activities (ie: athletics, drama productions, Student Council, etc.), students in grades 4-12 must be on track, maintaining a cumulative 2.0 GPA in the previous quarter, and be in behavioral and academic good standing. Specific requirements for individual student organizations can be found on the school's website. Students in grades 4-12 may not participate in extra curricular activities if they are on behavioral probation.

## Progress Reports

All students in grades 1-5 will receive progress reports that are scheduled for the fourth week of each grading period. Parents of secondary school students are expected to monitor student progress through InfoDirect.

*Note: Failure to receive a notice stating lack of satisfactory progress at the mid-point of the grading period does not guarantee that a student will receive a passing grade for that 9-week grading period.*

## Reporting Period - Report Cards

Report Cards will be distributed each nine weeks. The year-end report card is mailed home usually one (1) week after school releases for the summer. See **Financial Policies** for more information concerning Report Cards.

## Standardized Testing Program

In the spring, the Stanford Achievement Test is administered. Results for all students will be made available in students' Report Cards. In addition, 9th & 10th graders must take the PLAN (Career planning test through ACT), 10th & 11th graders must take the PSAT (Preliminary Scholastic Aptitude Test), 11th graders will take the ASVAB (Armed Services Vocational Aptitude Battery) and grades 7-8 will be administered the EXPLORE test to reveal the wide range of career options open to them. All Seniors are required to take the ACT or SAT at their own expense before graduation. We do encourage Juniors to take the ACT or SAT, also. Aptitude tests and mental ability tests may be administered at the discretion of the Administration. **Performance on the Stanford Achievement Test can affect evaluation of a student's promotion.**

## DISCIPLINARY SYSTEM

As a Christian school, we seek to provide an environment conducive to the spiritual and academic growth and development of our students. We believe that students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and of the Christian's physical, mental, and spiritual well-being. We therefore insist upon certain standards of conduct, trusting the Lord will use this system to establish in the student's heart true Christian character.

### ELEMENTARY SCHOOL

In our Elementary, our well-disciplined classrooms are maintained by our teachers through a cooperative partnership with their parents. Communication is the key to this relationship with our families. A parent-teacher conference at the beginning of the school year is used to establish a solid foundation for the teacher to build upon. This cooperative relationship helps each student to reach their greatest potential.

### Elementary Discipline - Teacher Procedures

1. Positive interventions
2. Classroom modification:
  - a. The student will be alerted to the proper behavior expectations.
  - b. The student's desk will be moved if necessary.
  - c. The student will be given special activities to encourage a positive change.
  - d. Other motivation techniques: stickers, M&M's, check marks, etc.
  - e. The students will be given positive verbal comments to highlight correct behavior.

- f. After a reasonable number of interventions and consequences, the student will write a note to their parent stating their behavior. The note will be signed and returned.
  - g. The parent will be expected to work closely with their teacher to help their child reach their behavioral goals.
  - h. The teacher will send notes home when they have a concern about a behavioral issue:
    - i. Notes will be approved by the Elementary Office.
    - ii. All notes must be signed by the parent or guardian and returned to the teacher.
    - iii. Parents will receive a note for students who do not do class work in a timely manner.
  - i. The teacher will call the parent when the note going home has not produced a positive change in the student's behavior.
  - j. All parent contacts concerning a student's behavior will be documented and filed.
    - i. Notes sent home to be signed and returned
    - ii. Phone call to parent
    - iii. Parent conferences
  - k. The teacher will give a time out at recess that will be age appropriate:
    - i. If the child is 6, time out is 6 min, etc.
  - l. The teacher will assign an after school detention (grades 2-5 ):
    - i. 45 minute time period.
    - ii. The student will have an assignment appropriate to behavior issue.
    - iii. There will be a \$5.00 charge.
  - m. The teacher will send the student to the office with an Elementary Disciplinary Referral.
  - n. Parent/Teacher Conference to discuss disciplinary concerns.
- i. The teacher will discuss the problem with an Administrator.
  - ii. The teacher will set up a parent conference with an Administrator.
  - iii. Possible academic probation may occur. (Administrative discretion)

### **Infractions that would automatically result in a disciplinary referral and possible suspension**

1. Fighting, bullying (verbal or physical)
2. Talking back or arguing with teachers or staff
3. Disturbing class by throwing objects in any manner
4. Running, shoving, pushing or other rowdy behavior in the classroom, hallways, bathrooms, or outdoors that result in an injury
5. Displaying disrespectful behavior or making disrespectful noises or comments to faculty members, staff or other students
6. Inappropriate language or gestures
7. Defacing walls, desks, or other school property
8. Drawings or writings of an obscene nature
9. Cheating, Plagiarism (Grades 2-5)
10. Weapons that are brought to school (without prior Administrator's permission)
11. Drugs
12. Inappropriate off campus behavior that hinders the testimony of SCS may result in a suspension or possible expulsion upon the Administration's discretion.
13. Expulsion will result when a student has continually displayed a poor attitude or repeated offenses.

### **Infractions that would result in a disciplinary referral after a parent teacher conference**

1. Continually disobedient in class
2. Continually talking without permission
3. Continually leaving seat without permission

### **Administrative procedures for disciplinary referrals**

Before an administrator moves from one step from another, every effort will be made to work with the parent and the teacher to help the child correct his/her behavior.

1. First Step: The office will take disciplinary action to suit the infraction and the teacher will send a note home notifying the parent of the office visit and the assigned action.
2. Second Step: The office will call the parent to inform them of the incident and to discuss appropriate disciplinary measures.

### **When a child does not do their class work**

1. If incomplete because of behavior issues:
  - a. The teacher will communicate to parent the reason for the incomplete: Talking, out of seat, playing, etc.
  - b. The first time can be a phone call. The second time is a conference.
    - i. The teacher will explain to the parent that the child must complete the work for homework.
    - ii. The teacher will explain that if it is not returned the next day, it will be a zero. (This explanation should include the reality that their child might not be eligible for the Honor Roll at Report Card time.)
  - c. After the above steps have been met:

3. Third Step: The student will remain in the office and the parent will be summoned to come and talk to the child before the child is allowed back in the classroom.
4. Fourth Step: The student will remain in the office and the parent will be summoned to school to pick-up and remove the child from school for the remainder of the day.
5. For more serious infractions, the above steps may not be followed; instead, immediate suspension could result.

### **Discipline Probation**

When a child has reached this step, the parent will then be informed of our 1, 2, 3, 4 Suspension Policy. This means that their behavior has reached the disruptive level and interferes with the quality of the education of the entire class. This allows the parent and child to work with the teacher/administration to correct their inappropriate behavior. The fourth pink slip will result in an automatic suspension.

**PLEASE NOTE:** The discipline and academic files will be reviewed often to determine if a student will be placed on discipline or academic probation or, in more acute cases, asked to be withdrawn from Summit Christian. **Discipline and Academic probation will be determined by the Administration when deemed appropriate.**

## **SECONDARY SCHOOL**

### **Disciplinary System**

We are excited about our approach to student behavioral management. Our aspirations of student leadership in such areas as self-control, responsibility, and mature interaction in the educational experience are emphasized. Much is expected from each student in the way of SELF CONTROL and individual responsibility. All students intent on a continuing relationship with SCS will demonstrate that intent by constructing mature behavioral management skills consistent with a traditional classroom experience. We are committed to helping students excel not only in academics, but also in becoming well adjusted leaders.

Accordingly, we have designed the following acrostic for categorizing all inappropriate conduct (see core fractions below). The intention is to reinforce the concept that outstanding leadership is predicated on the development of outstanding self-control (discipline) and that reaching the destination will make the journey well worth the trip.

Supplies insufficient  
Effort insufficient  
Late to class  
Flagrant Disobedience

Courtesy insufficient  
Out of order  
Noisy  
Talking  
Respect insufficient  
**OUTSTANDING  
LEADERSHIP**

### **What A Reminder Is**

Mature behavior is expected of all students. For some students acting in a mature way will not be easy. We at Summit Christian School want to help you. A *reminder* will be given to you to help you realize when your self-control is not what it should be. We trust when the right way is shown to you, you will want to change accordingly.

The infractions below form the core of classroom conduct policy on which each student's development of self-control will be based.

1. **Talking without permission.** Talking without permission is usually disruptive and is not permitted
2. **Passing notes.** Passing notes without permission is not allowed.
3. **Lack of materials.** Coming to class without the proper materials, i.e., pen, pencils, protractor, compass, textbook, papers, etc., may render a student incapable of completing classwork.
4. **Hardback textbooks not being covered.**
5. **Class disturbance.** Throwing paper or objects, annoying other students, noises, moving to another seat without permission, etc., disturbs the teacher and other students.
6. **Work Papers not turned in.** Homework, make-up work, or daily assignment not done will lower a student's grade.
7. **Arguing with the teacher.** Continued discussion of a situation when told by the teacher that the discussion is over, is considered argumentative behavior.

8. **Provoking fellow students.** Teasing, sarcasm, etc., usually angers others and is unnecessary.

9. **Not working on assignments.** Sleeping, playing around, doing other than assigned tasks, etc., distracts others and does not allow the completion of a student's work.

10. **Having items in class or on campus which are not allowed.** Radios, tapes, CD's, use of cellular telephones and/or pagers during school hours, tape players, CD players, magazines, toys, pocket knives, weapons of any kinds, etc., (when not pertinent to the class) cause distractions and disturb the academic atmosphere of the classroom. They are not allowed on campus or at school related functions. Cellular telephones and pagers may be used only before/after school. They should not be heard or seen during school hours.

11. **Immature behavior.** Lack of common courtesies, not paying attention, etc., is another form of distraction as well as rude behavior.

12. **Grooming in class.** Combing or spraying of hair, applying makeup or perfume, etc., disturbs other students and is improper classroom behavior.

13. **Not returning a test or a note.** Parents' signatures are often required on notes or failing test papers and must be returned on the next school day.

14. **Eating or drinking at inappropriate times.** Other than during lunch, eating and drinking is not allowed. Students may carry a water bottle with them and drink between classes, outside only. No drinking in the buildings. Other types of drinks may be consumed at lunch only. Offenders may be issued a gum (food) fine.

15. **Other disruptive behavior.**

## Response To Discipline

When a student is reminded of inappropriate conduct, he should never argue with the teacher in front of the class. If the student feels a misunderstanding exists, he should obey the teacher without protest and follow the procedure discussed below:

1. Go to the teacher after class and ask for a time to discuss the matter privately.
2. Never argue with the teacher over a reminder,

rather present your case in an atmosphere of respect.

3. The teacher may agree and withdraw the reminder, but if not, graciously accept it for the purpose of helping you develop in your self-control.

## The Flagrant Disobedience

The only *reminder* that is more than a reminder is the Flagrant Disobedience. Worth three (3) *reminders*, it may warrant a trip to the Principal's office. The Flagrant Disobedience will be what caused the trip to the office, and not the amount of three *reminders*. *Reminders* themselves are not punishment but may lead to punishment if disregarded. For serious violations such as cheating, lying, fighting - any act of a serious nature students will be dealt with appropriately.

## Enforcing Discipline

When it becomes evident to the teacher(s) that a student is accumulating *reminders* unnecessarily and excessively, parents will be contacted, either by phone or by letter. A student should not have an excessive amount of *reminders* in any given week. Most students respond to the discipline system very well, however, when a student shows by his excessive *reminders* that he is not responding to being reminded, the administration will deal with him on an individual basis. Various means will be used to help him gain respect for the reminders.

However, it must be emphasized that we expect SELF-CONTROL and that we will not continue to force students to behave who have no intention of allowing us to help them in the development of their self-control. This student is easily identified by his continual inability to receive *reminders* graciously and/or his "picking on me" complex. Again, a cooperative spirit toward Self-Control is expected at all times and those students who continue to force us to control them will be dismissed.

## Immediate Office Discipline

The following discipline issues will not be handled through reminders:

- Uniform item missing/incorrect
- Gum/Food /Drink
- Electronics (Cell phone, I-Pod)
- Inappropriate affection to opposite sex
- Haircut needed
- Shaving

These offenses will be sent immediately to the high school office. All of these issues are decisions made by the student. Students will be reminded a couple times and then they will be suspended for continuing to violate the standard. Students will be instructed to call parents with each offense. On the third offense, the Administrator will call to make sure the parent knows that a suspension is coming if the problem persists. Suspensions will carry academic penalty.

Students with haircut violations will be given two school days to correct the problem. If the problem is not corrected the student will have to miss school until it is corrected. These will be unexcused absences and carry academic penalties.

### **Suspension From School**

Occasionally, situations of a serious nature arise which will result in a student or students being suspended from school. Such things as:

1. Cheating/Plagiarism.
2. Severe rebellious attitude toward a teacher.
3. Disrespect of teachers, staff, or fellow students.
4. Harassment in any form. (verbal, physical, sexual)
5. Fighting.
6. Stealing.
7. Profanity (written, oral, pictorial, gesturing, etc.)
8. Continued negative attitude or misbehavior
9. Involvement or suspected involvement, use, or possession of or with alcohol, tobacco, drugs or weapons
10. Showing too much affection to a member of the opposite sex. (hugging, holding hands, kissing, etc.)
11. Dress and Grooming Code violation.
12. Skipping class. (Includes showing up excessively late to class)
13. Damage and/or destruction of school property.
14. Other serious misbehavior. These behaviors are indicative of the fact that a student is not adjusting to SCS's spiritual standards and has broken his pledge to the school. A suspension, when it occurs, is a drastic measure to let the student and his parents know that he is on the verge of dismissal unless a complete change in behavior is seen. Although it may be seen by the student as a form of punishment, a suspension is not intended by the school to be viewed in this way. It is intended to be viewed as a signal that he is not fitting into the school program as he is and that a radical change in behavior is necessary in order for him to stay in the school. Parents of students who have been suspended from school are urged to keep students at home and working on daily assignments. It is not to be a vacation. When deemed necessary for reinstatement

into school, there will be an interview with both the student and the parent to try to determine if, in fact, the student is ready for a new start.

### **Expulsion From School**

When a student is expelled from Summit Christian School, there will be what the administration feels is ample evidence that a student or parent has broken their pledge to the school, failed to uphold our high standards, or otherwise proven that they do not fit in at Summit Christian School.

Serious infractions for which students will be expelled from SCS:

1. Repeated misconduct.
2. Failure to respond positively to repeated efforts of correction by the school staff.
3. Involvement or suspected involvement, use, or possession of or with alcohol, tobacco, drugs or weapons.
4. An action that seriously harms the name of Christ and/or the school's reputation in the community, including sexually immoral behavior.
5. A habitual attitude not in harmony with the goals and spirit of the school.

**SPECIAL NOTE:** The Administration reserves the right to remove a student from SCS at any time they determine it necessary. Any student proven (to the satisfaction of the school administration) to have been involved with a suspendable or expulsionary incident (**on or off campus**) will be suspended or expelled from the date of the infraction, even though they may have been in school after the infraction occurred and before the administration was aware of their involvement and/or made a decision concerning it.

Students who have been expelled or asked to withdraw from Summit Christian School may not reapply for admission before a 12 month period has elapsed.

### **Student Pledge**

Each student must be in accord with what Summit Christian School stands for and be willing to sign a Pledge Card signifying their cooperative effort. Both on and off campus, students are expected to maintain high Christian principles.

**Summit Christian students will therefore pledge to:**

- Cooperate respectfully with those in authority
- Strive for excellence as a student

- Avoid alcoholic beverages, tobacco, and drugs
- Avoid sexually immoral behavior
- Willingly obey all school rules

*“And do not be conformed to this world, but be transformed by the **renewing of your mind**, that you may prove what is that good and acceptable and perfect will of God.” Romans 12:2*

Students must willingly state that they want to attend Summit Christian School and will do their best to cooperate with SCS in accomplishing its objectives for their educational experience.

Inappropriate conduct, evidence of immoral activity or slander of SCS and/or its employees on personal websites (ie, MySpace.com, FaceBook, YouTube, etc.) can be addressed by the administration.

The Student Pledge must be signed each year by every student in grades six through twelve. If a student at any time feels he has a problem with any of these statements, he is encouraged to seek the help of a teacher, counselor, or administrator.

#### DAILY DO’S AND DON’T’S FOR SECONDARY SCHOOL STUDENTS

1. If a student is absent or tardy more than ten (10) days in a semester, a doctor’s note is required to excuse all absences/tardies over the original ten (10) and the student may be in danger of failing for the semester.
2. In the event of an absence, students must bring a note the following day from their parent/guardian stating why they were absent for an Admit Slip. Unexcused absences will be given when no parent/guardian notes are turned in. Admit slips are issued from each of the respective offices.
3. Dress code for “Dress down” days applies to all SCS activities, on or off campus.
4. Students must have good manners at all times. This includes, “Yes Ma’am/Sir” or “No Ma’am/Sir” as well as opening doors for ladies, no hats in the buildings, proper etiquette at the lunch table, others first, etc.
5. Students must be out of the halls after school by 3:15 PM and leave the campus by 3:30 PM. unless staying for athletic practices, games, tutoring, extracurricular activities, or under supervision by SCS employee.
6. Students should never leave campus without permission from the appropriate office and their parent ONLY.

7. Uniform infractions will be interpreted as flagrant disobedience.
8. All school property, which includes: books, lockers, desks, picnic tables, etc., are not to be defaced.
9. A student will be placed on academic probation if two (2) or more subjects are failed in a grading period.
10. Off limits areas:
  - Parking lots after arrival and before leaving campus
  - Elementary restrooms at all times
  - Preschool building during school hours
  - Cafeteria and soda machines during school hours except at lunch, before, and after school

#### PERSONAL REQUEST FROM THE LEAD ADMINISTRATOR

There is usually a great deal of difficulty, emotional trauma, misunderstanding and hardship that comes when a student is accused of using or possessing alcoholic beverages or drugs or of committing a sexually immoral act. Summit Christian School, as can be seen by the rules, takes a strong stand against these things with the hope that students will learn that they do not need to experiment with such things for any reason. It is possible that students involved in such incidents will be suspended or expelled at the discretion of the Administration. Each case will be dealt with individually and the maturity level of the student, their past disciplinary record at the school, and the severity of the act which they are involved with, will be taken into consideration for the decision.

The purpose of action taken by SCS is thought of as disciplinary rather than punitive. We want students to grow and learn to live a life that is Biblically moral and acceptable. Our past experience has shown that when incidents of a serious nature occur, no one, including the school’s Administration, teachers, students, or parents come out the winner. It is the desire of the Administration that parents (1) work to help their students develop self-control and (2) cooperate fully with us in these matters so that these difficult situations can be avoided.

#### **Penalties for Drug Abuse**

The following penalties for students in our school regarding possession/use and distribution of drugs shall be uniformly enforced. For purposes of clarification, the following definitions of terms are presented and apply to enrolled students at SCS:

### **Possession/Use**

Having on one's person or within one's personal property or under one's control by placement and/or knowledge of the whereabouts or reasonable belief that one has assimilated, or appears, in the judgment of appropriate school officials, to be under the influence of any controlled, uncontrolled, unauthorized prescription and O.T.C. substance including, but not limited to, those substances listed in Chapter 893, Florida Statutes, and including alcohol tobacco, and drug participation while on or off school property or when under the jurisdiction and control of Summit Christian School. Students in possession of legitimate prescriptions in their names and following appropriate guidelines of the school for medications are exempt from this directive.

### **Drug Testing Policy**

The Administration reserves the right to require individual students to be drug tested, at the parent's expense. When requested by Administration, the parents should take the student immediately to an approved third party testing facility. The test must be performed within 24 hours of request. The written test results from the facility must be brought to the Administration prior to the student returning to school. The Administration will then make a determination as to the student's ability to return to school.

### **Distribution**

The transfer of any controlled, uncontrolled, unauthorized prescription and O.T.C. substances including, but not limited to, those substances listed in Chapter 893, Florida Statutes, prescribed medications, and including alcohol and tobacco, to another person, with or without the exchange of money or consideration of other valuables when under jurisdiction of SCS, or off campus. Under this directive, possession is included in any case of distribution.

### **Legal Action**

Notification of drug infraction (involvement, suspected involvement, use, possession, or distribution) may be made to the proper law enforcement office.

### **Disciplinary Probation**

A student will be placed on disciplinary probation if the Administration decides that this probation is necessary during any part of the grading period due to

disciplinary reasons. Reasons for disciplinary probation include:

1. Suspension from school
2. Continued deliberate disobedience
3. A spirit which is, in the view of the administration, indicative of their unwillingness to cooperate with the long term goals of the institution.
4. A continued negative attitude and bad influence upon the other students.
5. Failure of the parents to comply with the disciplinary procedures of the school.
6. Failure of the parents to get recommended professional help for exceptional children.

### **Notification of Probation**

The student and parents will be notified by letter or conference that the student is being placed on probation. Specific reasons will be given for the probation and details cited relative to what behavior goals the student must meet and what changes are deemed necessary.

### **Length of Probation and Evaluation**

Length of probation is determined by the Administration. If, after the period determined, good improvement is evidenced, the student is then removed from probation. If progress is not sufficient, the student may be recommended for expulsion or further probation. Parents of students on probation must remember that if expected improvement is not achieved, expulsion is a real possibility. The Administration and teachers involved will determine the progress of the student. The final decision of expulsion will be made by the Administration.

## **DRESS and GROOMING CODE for ALL GRADES**

**All uniform items (except shoes, belt, P.E. uniforms) must be purchased from Sunshine Uniforms. Brand-name slacks (i.e. Dickies, Dockers) are NOT considered uniform slacks and may NOT be worn as regular uniform clothing. When uniform items become old and faded, they should be replaced. Care should be taken that the uniform fits the student properly, not too big and loose, while not too small and tight. The purpose of the uniform code is to have the personal appearance of the students demonstrate these qualities: cleanliness, neatness, attractiveness, uniformity and modesty. A student is required to wear the appropriate uniform and maintain a personal**

appearance within the guidelines of this Dress and Grooming Code.

### COLD DAYS

It is most effective for children to wear layered clothing on cold days. Our uniform choices are adequate even on the coldest days. An example of uniform layering would be: an undershirt under the school uniform shirt, then a school sweatshirt and a school jacket/windbreaker. **Sweatshirts cannot be worn without a short sleeve uniform shirt underneath.** As the day progresses and the weather warms, appropriate layers can be removed to ensure your child's comfort. There are uniform pants available for girls or they may wear navy blue or white tights under their uniform skirts or jumpers. When the wind is blowing, we curtail outside activities accordingly. **School jackets must be worn. Non-school jackets or sweaters may not be worn. Hoodies are never permitted. PLEASE NOTE: students are not permitted to dress down on cold days unless announced by the Administration.**

### ELEMENTARY SCHOOL

**Polo shirts are no longer required to be tucked in.** However, they must be neat and properly sized for a good fit. The "layered" look is inappropriate; t-shirts should not show below the polo's hemline. Button-down dress shirts must be tucked in and a belt will be required. Saggy pants are never permitted. If they sag, a belt will be required. Otherwise, belts are optional.

#### Boys Uniform (Grades K5-5)

- Navy or Khaki walking shorts or uniform
- White (short or long sleeved), navy, yellow or green polo shirt or navy and white striped short sleeve shirt
- SCS blue or green sweatshirt, Heather grey/navy SCS jacket, or Navy windbreaker from Sunshine
- Blue sweatshirt, Heather grey/navy SCS jacket, or Navy windbreaker from Sunshine
- Athletic shoes: 90% any combination of black, white, brown, navy blue or gray must have laces or Velcro in matching shoe color. Dress shoes are also acceptable. No hiking/"work" boots or high top shoes

#### Girls Uniform (Grades K5-3)

- Plaid dress
- Navy or Khaki walking shorts, uniform slacks, capris, or Navy, Khaki, or Plaid skort (Sunshine)

- White (short or long sleeved), navy, yellow or green polo shirt or navy and white striped short sleeve shirt. White polo shirt with plaid jumper
- Athletic shoes: 90% any combination of black, white, brown, navy blue or gray must have laces or Velcro in matching shoe color. Dress shoes are also acceptable. No hiking/"work" boots, or high top shoes
- SCS blue or green sweatshirt, navy cardigan, Heather grey/navy jacket, or Navy windbreaker from Sunshine

#### Girls Uniform (Grades 4-5)

- Navy, Khaki or Plaid Skort (skort must be no higher than 2" above the floor...)
- White (short or long sleeved), navy, yellow or green polo shirt or navy and white striped short sleeve shirt
- Navy or Khaki uniform slacks, shorts or capris (Sunshine)
- Athletic shoes: 90% any combination of black, white, brown, navy blue or gray must have laces or Velcro in matching shoe color. Dress shoes are also acceptable. No hiking/"work" boots, or high top shoes
- SCS blue or green sweatshirt, navy cardigan, Heather grey/navy jacket, or Navy windbreaker from Sunshine

#### Physical Education Uniforms (Grades 3-5)

These uniforms must be purchased in the school's bookstore and worn when a student has physical education class:

- Navy blue shorts with SCS logo
- Gray T-shirt with SCS logo

Unless otherwise stated by the Administration, the items listed below are acceptable on the following special days:

#### Dress Down Days

- Christian T-shirt or T-shirts with sleeves that are in good condition
- Jeans or slacks (full length, good condition and may not be excessively baggy or snug)
- Nice blouses or shirts which can be tucked in or which come down over the hip area
- Long shorts may be worn on dress down days by special permission from the Administration
- Athletic or other substantial shoes (**no flip flops or Crocs**)

## Dress Up Days

- “Sunday” dresses or skirts and blouses or slacks of a dressy nature (NO JEANS) Skirt lengths must be no more than 2" above the floor when measured from a kneeling position.
- “Sunday” style slacks and shirts must be worn by the boys. ( NO JEANS)
- Both boys and girls should wear dress shoes which follow the approved guidelines for permissible shoes.

## General Guidelines

- No sunglasses are to be worn during class hours
- No hats are to be worn during class hours
- No excessive jewelry (All necklaces must be worn inside the school uniform)
- Boys may not wear earrings
- No make-up
- No body piercing
- No tattoos (temporary or permanent)

## Boys Hair Code

All hair styles should be conservative in nature. Hair should be off the collar in back, neatly trimmed around the ears, and off the eyebrows in the front. Administration reserves the right to deem certain hairstyles inappropriate.

## Girls Hair Code

Hair must be neatly groomed in traditional styles. No unnatural colors are permitted. Public primping is not permitted. Hair may not be shaved or have any unusual, drastic lengths.

## SECONDARY SCHOOL

The uniform exists not only to bring uniformity to our student body, but also to instill school pride. All uniform items (except belts, shoes, P.E. uniforms, and socks) must be purchased from Sunshine Uniform Company. Students are to wear the uniforms appropriately at all times. Students are not to change into casual attire (modest) until after 3:30 PM. Athletic teams are to go to the gym and change appropriately; they must stay at the gym or playing field, not go to other parts of the campus. Athletes may wear game jersey and school uniform slacks or shorts on game days only. **Polo shirts are no longer required to be tucked in.** However, they must be neat and properly sized for a good fit. The “layered” look is inappropriate; t-shirts should not show below the polo’s hemline. Button-down dress shirts must be tucked in and a belt will be required. Saggy pants are

never permitted. If they sag, a belt will be required. Otherwise, belts are optional. **Students who are out of uniform code will be sent to the High School Office.** The student’s parent will be called and warned that repeated offenses will result in disciplinary action.

## Gentleman Uniform

- Khaki or navy slacks or shorts
- Polo, rugby, island and long sleeved oxford shirts in various colors with SCS logos
- Solid black, navy, or white socks, crew length or shorter
- Athletic shoes: 90% any combination of black, white, brown, navy blue or gray must have laces or Velcro in matching shoe color. Dress shoes are also acceptable. No heels greater than ½ inch. No boots, flip-flops, sandals or slippers
- Navy or green SCS sweatshirt, heather grey/navy SCS jacket or windbreaker (Sunshine Uniforms), or SCS Letterman jacket purchased through SCS, or navy cardigan. **Sweatshirts/jackets may not be worn without a uniform shirt underneath.**
- No hats, head coverings

## Ladies Uniform

- Navy or khaki slacks, capris, or shorts (no cuffs)
- Plaid, navy, or khaki skirt or skort (No higher than 2” above the knee)
- Rugby, polo, oxford style shirts in a variety of colors
- Navy or green SCS sweatshirt, heather grey/navy SCS jacket or windbreaker (Sunshine Uniforms), letterman SCS jacket purchased through SCS, or navy cardigan. **Sweatshirts/jackets may not be worn without a short sleeve uniform shirt underneath.**
- Athletic shoes: 90% any combination of black, white, brown, navy blue or gray must have laces or Velcro in matching shoe color. Dress shoes are also acceptable. No heels greater than ½ inch. No boots, flip-flops, sandals or slippers
- Solid white t-shirt only may be worn under all shirts. White under-garments only when wearing a white uniform shirt.
- No hats, head coverings

## Physical Education Uniform

P.E. shorts and shirts are purchased from the school in the Main Office and must be worn for every P.E. class.

- Navy shorts with SCS logo
- Gray T-shirts with SCS logo
- Solid black, navy, white, or brown athletic shoes with matching laces
- Solid white socks, crew or low cut

### Dress Down Days

Students are given the opportunity to wear the items listed below or they must wear their regular school uniform. Only the items below are permitted on dress down days unless the administration approves otherwise. All items must be neat and be in good condition with no holes, fraying, or tatters.

- Blue or black full length denim jeans or capris
- Blue or black denim skirt (2 inches above knee maximum)
- SCS shirt (polo, T-shirt, team shirt, Spiritual Emphasis Week shirt, etc.) Shirt must be a SCS shirt.
- Substantial athletic or dress shoes. No heels greater than ½ inch. No boots, work boots, flip-flops, sandals, or platform shoes allowed

### Formal Banquets and Homecoming

Ladies dresses must be modest. Backless dresses to the waist are acceptable; however, no sheer or low-cut dresses are permitted. All dresses must receive pre-approval from the Administration. Gentlemen are to wear tuxedos or suits/ties.

### Hair and Grooming Code – Gentlemen

All hair styles should be conservative in nature. Hair must be off the collar in back, neatly trimmed around the ears, and off the eyebrows in the front, and be one natural color. Administration reserves the right to deem certain hairstyles inappropriate. **Facial Hair for Junior and Senior gentlemen** will be allowed when maintained evenly at ¼” and neatly trimmed. If these guidelines are compromised, the gentleman must shave.

### Hair Code - Ladies

Hair must be neatly groomed in traditional styles. No unnatural colors are permitted. Public primping is not permitted. Hair may not be shaved or have any unusual, drastic lengths.

### Miscellaneous

- No sunglasses, **hoodies**, hats or caps are to be worn during school hours, chapel or assembly times.

- No excessive or inappropriate jewelry. All necklaces and chains must be worn inside the school uniform.
- No visible tattoos or body piercings are permitted
- Gentlemen may not wear earrings or body piercings.
- Ladies earrings must not be excessive in size or number; no other body piercing is accepted.
- Only appropriate SCS pins are to be worn on the uniform or jackets.

**The Administration reserves the right to deem items inappropriate.**

## PROCEDURES and POLICIES REGARDING ABSENCES and TARDIES

### DEFINITIONS

1. **Tardiness:** Arrival at school after 8:00 AM and before 10:30 AM.
2. **Absence:** Not arriving at school at all or leaving before **10:30 AM**.
3. **Half-day Absence:** Arrival at school after 10:30 AM or departing before 12:00 PM.
4. **Excused Absence:** This will be given when a student’s reason for being absent is acceptable according to school policy and **a note is brought to school signed by a parent or guardian the day following the absence.** The note should state the date of the absence, the reason for the absence, the student’s name and their grade, and must be presented within one week of the absence.
5. **Unexcused Absence:** This is absence from school without an acceptable reason or no note from the parent. If a parent or guardian does not submit a note within one week of the student’s return date, the absence is unexcused. All unexcused absences will result in a zero daily grade in all classes missed.
6. The only absences which will be excused are for sickness, death in immediate family, an insurmountable condition, or permission from the administration. **If a student misses more than ten (10) days in a semester, a doctor’s note is required to excuse all days over the original ten (10) and the student will be in danger of failing for the semester.** However, the student may still be required to repeat the course or grade if there is not sufficient

demonstration of mastery (70% or higher) as a result of excessive absences.

7. When students are absent, arrive after 10:30 AM or when suspended, after school functions may not be attended.

### **Unexcused Absence**

If an absence is unexcused, the student will be required to make up the work, but a grade of zero will be averaged into the total grade. If a test is missed, no credit will be given (a zero) but the student will have to make up the test. If a project is due on the date of an unexcused absence, it will be a zero. The student is still responsible for completing the project.

### **Tardies to School in the Morning**

School begins at 8:00 AM, and excessive tardies will affect a student's academic performance. Parent notes or phone calls are required anytime a student is late to school in the morning. If the student drives to school, the parent will be notified of the tardy. If a student is tardy more than ten (10) days in a semester, a doctor's note is required to excuse all days over the original ten (10). All unexcused tardies will result in a zero daily grade. Excessive tardies will place the student in danger of failing the first period class. The Administration will determine what is excused or unexcused. All notes and calls must state the reason for the tardy.

### **Tardies to Class**

Individual classroom teachers will keep records of tardies to their classes. These will be determined excused or unexcused by the teacher. **Excessive tardies will result in disciplinary action. 10 tardies in a quarter, whether excused or unexcused, will be marked as an absence.**

In the elementary, after accumulating more than six unexcused tardies, lunch detention will be administered for grades 1-3 and after school detention for grades 4-5.

### **Leaving Campus**

Please keep early dismissals to a minimum. It is important that your student is in attendance from 8:00AM-3:00PM each day. Parents must pick up their students from the appropriate office and sign them out for all early dismissals. **DO NOT** go directly to the classrooms. All releases for doctors or other appointments must be handled in the school offices. A student must turn in a note of explanation from his parents to the office on the morning of the

appointment day. A parent (or one previously designated by a parent) must sign the student out in the school office. **No student may leave campus without parental permission and without permission from the Administration. A student must bring a doctor's note with time and signature upon return to school and must sign-in at the school office.**

### **Make-Up Work - All Absences**

When a student is absent, he should work carefully with the teacher to get the work made up as soon as possible, but at least within twice the amount of time which was missed. *However, such work is the responsibility of the student, not the teacher.* When an absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline stated. Grade books are closed at the end of the nine (9) weeks. Work or tests assigned prior to the absence, which fall due the date of the absence or the following day, should be turned in or taken the day the student returns to school. If a student is present when a test is assigned but absent between the time assigned and the test date, yet returns the day of the test, he will be expected to take the test. An exception to this policy would have to be made at the discretion of the Administration.



### **ATHLETICS**

#### **THE BASIC PURPOSE OF ATHLETICS**

- To develop a highly competitive, quality program of Christian athletics which honor Christ in athletic competition
- To help develop the spiritual nature of the student so that the Holy Spirit is in control of directing the student's mind and body
- To build positive, Christ-like character qualities in students and to express these qualities openly through the medium of athletics

- To build eternal values in students by stressing attributes and actions in relation to God’s Word
- To develop the abilities and skills of each student

### GUIDELINES FOR SPORTS ACTIVITIES

Summit is a Christian School, oriented in the direction of building Christian character. During athletic games and other extracurricular activities, ON AND OFF CAMPUS, Summit students must conform to the code which appears below. To ensure that the gym and campus are used properly at all sporting events:

- Dress should conform to the Dress and Grooming Code.
- Students and their guests are not permitted on the campus without regulation attire. This includes boys wearing shirts at all times.
- Smoking is not permitted at any SCS event as we are a smoke-free campus.
- Unsportsmanlike behavior, abusive language, cursing and booing are prohibited by both athletes and their parents.
- Athletes may wear game jerseys and **school** uniform bottoms on game days only.

### GENERAL RULES FOR ALL ATHLETES

- Any student reaching his/her nineteenth birthday before September 1st will be ineligible to participate in competitive sports at SCS.
- In order for a student to participate in a competitive sport, there must be a Physical Examination, Parent Permission and Commitment Forms on file in the school office and all applicable fees must be paid. A \$200 Uniform Deposit per sport will be held until the athlete returns the uniform at the end of the season. If a student participates in multiple sports, the check will be held and returned when the student is no longer competing and has returned the laundered uniform.
- A student whose conduct or character at school is under discipline or whose conduct or character outside the school is such that it discredits the school, will be ineligible until he/she is reinstated by the school Administration.
- A student who is disqualified during a game because of flagrant or unsportsmanlike conduct will be ineligible to participate until reinstated by school Administration. Any such student will forfeit the right to participate in at least one contest before being eligible to be reinstated.

### ACADEMIC GUIDELINES

To be eligible to participate in athletics, students must maintain a 2.0 GPA. At SCS, if athletes fall below a 2.5 GPA, they will be required to attend a mandatory study hall.

### Study Hall for Athletes under a 2.5 GPA

It is a privilege to participate in competitive athletics and it is our desire for our Fighting Saints to stand as young men and women of higher standard. Study Hall will take place the second week of school for effected 10th-12th grade students. Freshmen will begin in the second semester if necessary. Middle School athletes will be held to the same standards; however, a study hall has already been implemented for them during the 7th hour of each day.

<b>Required Test Scores for Athletes as mandated by the FHSAA:</b>			
<b>HS GPA</b>	<b>SAT</b>	<b>SAT I*</b>	<b>ACT</b>
2.9	860	970	20
2.8	870	980	20
2.7	880	990	21
2.6	890	1000	21
2.5	900	1010	21
2.4	930	1030	22
2.3	960	1060	22
2.2	990	1090	23
2.1	1020	1140	25
2.0	1050	1140	25

*For Study Hall location, contact the Athletic Director.*

### PRE-SEASON POLICIES

#### Physical Exams

Each year, every 4th-12th grade athlete that participates in a tryout/practice must undergo a physical evaluation. This annual physical is valid for one calendar year from the date the practitioner signs the form. Florida High School Athletic Association requires this to be enforced and any student found in noncompliance can be withheld or dismissed, for their illegal participation. The medical authorization from and parental consent form must also be turned in to the Athletic Office before the athlete try outs. The FHSAA manual states: “The student shall undergo a physical evaluation by a licensed physician not earlier than May 15 of the preceding school year and shall be certified by the physician as being physically fit for participation in interscholastic athletic competition before being allowed an opportunity for such participation. This physical evaluation shall include a medical history questionnaire signed by the student and his/her parent(s) or guardian(s). The Board of

Directors shall adopt minimum requirements for the physical evaluation that shall be adhered to by each member of school. The physical evaluation form signed by the physician as well as the medical history questionnaire signed by the student and his/her parent(s) or guardian(s) will be filed in the Athletic Director's office."

### TEAM SELECTION AND TRYOUTS

Each head coach will submit a format and the dates for tryouts to the Athletic Director's office no later than one week before the first tryout date. There will be a minimum of two days available to try out and the head coach will have those dates announced in advance on the first day of school. A sign-up sheet for each sport will be made available by the athletic office, so that the student's paperwork (physicals, liability and agreement) and eligibility can be verified before the tryout.

### Cut Policy

In the sports where the number of players on the team has limitations, cuts will be handled individually by the head coach with sensitivity and compassion. They will not post lists, but rather, talk personally with each athlete and emphasize their strengths, discuss needed areas of improvement, and indicate that athlete's status with regard to the team and program.

### PRACTICES AND PRACTICE SCHEDULES

- All practice schedules will be provided to the athletes by the coach, Athletic Director, or Elementary Athletic Coordinator. The practice sites will remain relatively constant; however, any changes will be announced. It is the responsibility of the coach to arrange transportation when necessary and it is the responsibility of the parents to know where and when to pick up their students. **Elementary Parents: If any child is not picked up by the designated ending time of practice, they will be taken to Extended Care where additional fees will be incurred.**
- Wednesday practices are permitted and can be scheduled at the discretion of the coach. The time frame permitted is between 3:30 and 5:00 PM only. Coaches will be encouraged to use this time as necessary to prepare for games and difficult season opponents.
- Practice lengths are at the discretion of the coach, but will not exceed 2 1/2 hours.
- Athletes must be on time for their practice sessions and team meetings. Practices are mandatory for an athlete to participate in the SCS

athletic program. Except in the case of illness or injury, a player should not be tardy or absent from a practice without prior communication with his/her coach. The individual coach will handle unexcused absences from a practice. Punishment may range from extra conditioning in practice, suspension, or removal, depending upon the athlete, circumstances, and frequency of absences.

- Additional rules from the coach may apply as long as they are consistent with SCS goals and visions.
- High School sports take precedence over travel sports.

### TEAM PICTURES

Team pictures will be taken each year in their uniform. The dates for these pictures will be made known to you in advance. These pictures will be in the yearbook, on our website, and may go with you all the way to the State Championship. It is mandatory that everyone on the team participate in the team picture for the yearbook.

### PLAYING TIME POLICY

The coach will choose a starting team for each game based on attitude, ability, performance in practices, and in past games. All coaches are encouraged to be as equitable as possible in playing time. It is solely the decision of the coach, and may differ at times. The minimum, however, should be one quarter for each player.

### POLICY ON SUBSTANCE ABUSE

It is Summit Christian School's desire to maintain a drug-free athletic department at all times. The use of alcohol, tobacco or tobacco-like products by student-athletes, or coaches is prohibited and a direct violation of school policy. A student-athlete in violation of this policy may be suspended.

The use of anabolic steroids or other performance enhancing drugs by the student-athlete is not permissible and is against school policy. A student-athlete discovered to be using such substances will be ineligible to compete in any interscholastic contest until such time as medical evidence can be presented that the student-athlete's system is free of those substances.

If there is reasonable belief of drug use by an athlete, the athletic department will request that the athlete receive a drug test from a certified lab. The parent will be responsible for any cost incurred if drug use is confirmed.

Random Drug Testing: Pursuant to a recent amendment to Section 1006.20, Florida Statutes, as amended, any student who participates in either football, baseball or weightlifting on behalf of the School, may be subject to random testing for the use of anabolic steroids as defined by Section 893.03(3)(d), Florida Statutes. Each student who wishes to participate in football, baseball, or weight lifting and his or her parent, must consent to such random testing as a prerequisite to athletic eligibility. Any student and his or her parent who fail to complete and sign the required consent will result in such student's ineligibility to participate in the sport for which the consent form is required.

## TOURNAMENT AND GAME TRAVEL

### Participation and Transportation

It is the responsibility of the parent and athlete to insure that he/she is on time for any scheduled departure for game/tournament games. The coach will communicate in advance of the tournament and give all the details and billing information with permission slips to be signed by parents. Any out of town trips will be billed for overnight stays on a per athlete basis.

## INJURIES

Injuries requiring medical attention should be reported to your coach immediately. Athletes should *not* attend a hospital emergency room after a game ***without a coach or parent present*** to give authorization for treatment.

## ELEMENTARY ATHLETIC DIVISION

Elementary Athletic Offerings vary in age/ability appropriate levels. Team sports are divided into intramural and competitive leagues. Competitive teams consist of 4th-6th graders and will travel to compete with other schools within the Palms Athletic Christian Conference (PACC) district. **Quitting a team does not relieve a player from his/her financial obligations nor does it release him/her of the liability for returning issued equipment.**

## SECONDARY ATHLETIC DIVISION

Coached by the SCS athletic staff, Summit offers a variety of interschool athletic programs. As a designated 2A school, our district is assigned by the Florida High School Athletics Association (FHSAA), however, we compete in other conferences and tournaments as well.

### Eligibility or Ineligibility

The standards for athletic eligibility for Summit Christian School are higher than those of the Florida High School Athletic Association (FHSAA). Therefore, when a student is eligible by FHSAA standards but not by SCS standards, the student will be re-evaluated for eligibility at mid-term (progress reports). If sufficient progress has been made the student will be deemed eligible for the remainder of the nine-week grading period. *NOTE: This does not ensure that the student will have a spot on a team.*

Students must maintain a 2.0 grade point average for the semester prior to the season of the sport being played or a 2.0 cumulative grade point average **as required by FHSAA**. They must meet all other FHSAA eligibility requirements in order to participate on an athletic team or cheerleading squad.

A student's athletic eligibility will be determined at the end of each nine-week marking period. Upon receiving an "F" in any two (2) core subjects, a student will automatically become ineligible to participate for the following marking period. The period of eligibility/ineligibility will begin on the first day of the marking period, continuing until the last day of that marking period.

If a student athlete arrives to school after 10:30 AM, they are ineligible to participate in that day's game. Students may also become ineligible because of unsatisfactory conduct in school or during involvement in practices or games.

### Pre-Season Parent Meeting

It is mandatory that each coach, with the assistance of the Athletic Director, hold a meeting with the parents and prospective players for their team in the pre-season. This will afford the player's parents the opportunity to get to know each other, the coach, and the support staff. This will also provide the Athletic Director and the coach an opportunity to communicate any special rules or guidelines he/she may have for their team, tryout formats, and anticipated expenses for the parents in that sport. **PARENTS ARE REQUIRED TO ATTEND; ATHLETES ARE NOT.**

## **In-Season Policies**

- **Junior Varsity** - Each JV coach understands that they have a developmental role with their athletes. He must choose his player mixture wisely to insure that each player on the team is developing with appropriate playing time experience. This will differ, and at times significantly, but playing time is a priority at this level for all the athletes. If a junior is to make the team, it has to first be discussed with the head varsity coach and Athletic Director.
- **Varsity** - The coach will choose a starting team for each game, and play the best players. This will be done on the basis of ability, attitude, performance in practices, and performance in games. There are no guarantees for equal “minutes” or requirements for such on the varsity coach, only that he/she may be sensitive to their players’ desires to play, and game situations which would allow the maximum number of athletes to play. Athletes must know that “success” is in no way synonymous with playing time only, but success is contributing to the team’s benefit with the abilities God has given them.

## **Quitting a Team**

- No athlete will be allowed to quit any team/squad once he/she has been selected and the season has begun. If an athlete does quit a team, they will not be permitted to participate on any other athletic team for 365 days.
- Quitting a team does not relieve the player from his/her financial obligations nor does it release him/her of the liability for returning issued equipment.

## **Suspensions, Technical Fouls, Cautions, and Ejection**

- Any athlete receiving a school suspension for any reason will not be allowed to play in the scheduled game or practice falling within the suspension time. Two school suspensions are grounds for removal from the team/squad if the coach, Principal or Athletic Director considers it warranted.
- Any athlete receiving two technical fouls in one game, an ejection (red card) in soccer or volleyball, or an ejection in baseball or softball will automatically be suspended from competition for the next seven days as set forth by the FHSAA.
- Any player having been suspended for two or more games for cautions and/or ejections will be

removed from the team according to FHSAA policies for a period of six weeks. If at any time the player is removed from a game/match and he/she outwardly displays a negative response toward the officials or the coaches for the action taken, he/she can be suspended from the next scheduled game(s) or team as determined by the coach and/or Athletic Director

- If, at the discretion of the Athletic Director, the president, or the head coach, an athlete’s play or attitude continues to display an unwillingness to change, a blatant disrespect for authority, or a direction which is contrary to the direction and philosophy of the SCS athletic program, he/she may be removed from a team or squad at that time.
- Removal from the team does not relieve the financial obligation of the player nor does it relieve him/her of the liability for returning issued equipment.

## **Away Trips**

- When the Athletic Director or Athletic Secretary plans a trip, parents will be given the time of departure and the estimated time of return of each trip at the beginning of the week. All persons riding school transportation shall abide by the dress code and rules established by the school/coach for that particular activity. Members of that team or squad will adhere to the dress established for any particular team.
- Prayer should begin and end every trip. Conversations and actions should be those which are glorifying to the Lord Jesus Christ.
- All those who travel on the bus shall return on the bus. The only exceptions will be those who are riding home with parents with the approval of the coach or person responsible for the group. Special permission will be granted in cases of necessity for athletes to ride home with someone other than their parents. A parental permission note should be sent to the coach in advance.
- Maps/directions are available for all away games.

## **AWARD AND LETTER POLICIES**

One purpose of an athletic award is to recognize an athlete’s God-given ability and achievement and to motivate the athlete to be the best that he/she can be.

- **Mighty In Spirit** is given to one male or female that exemplifies the spirit of Christ during practices and games, in attitude and actions. He/she is looked upon by the other team members as a spiritual leader.

- **Coach's Award** is given to the male and female athlete that makes an extra contribution to the team, goes the second mile and gives 110% during practices and games. His/her desire to play or perform at the highest level as a team is more important than winning.
- **Scholar-Athlete** is given to one male and one female senior athlete who has the highest cumulative grade point average and played two (2) or more sports.
- **Athlete of the Year** may be given to one male and female athlete whose athletic achievements exceeded all others and whose character was evident in all they did. These athletes have exhibited integrity both on campus and on their teams in attitude, performance, behavior and leadership.
- **Saint Pride Award** may be given to that student who has given time and energy to be supportive at many of our athletic contests. The award need not be presented to an athlete but to any student who is a leader and is looked upon as being a true encourager.
- **Athletic Certificate** is given to each player, manager, statistician, scorekeeper and other personnel who are team members. These participation certificates are given to non-letterman and junior varsity players. They must finish the season on the team.
- **Letter and Bars** may be earned after a varsity athlete has met one of the following requirements:
  - Lettermen must participate in 50% of season games and must finish the season on the team.
  - They serve as a team/squad manager, statistician, or bookkeeper for at least a full season of a varsity sport.

## GENERAL INFORMATION

### AFTER SCHOOL

#### Elementary School Students

All Elementary School students should be picked up by 3:15 PM. Students remaining after this time will be walked to Extended Care (see *Extended Care*.)

#### Secondary School Students

Secondary School students must be out of the halls after school and leave the campus by 3:15 PM unless staying for athletic practices, games, tutoring, extracurricular activities, or under supervision. It is the parent's responsibility to ensure that they pick up their child/children no later than 3:15 PM each school day. Any Middle School student NOT in their appropriately designated area by 3:15 PM **WILL** be placed in Study Hall with the appropriate charges applied. SCS is not responsible for the safety or supervision of any student who remains on or about the campus after 3:15 PM without proper authorization. Please contact the Secondary Office for the After School Study Hall program.

### BOOKS AND MATERIALS

Textbooks are distributed to students on a loan basis. Students must learn to accept responsibility in the proper care of textbooks. **All** texts must be covered with clear contact paper. **No marking of any kind is allowed in textbooks.** If textbooks, workbooks, etc., are lost or taken by someone else, the student will be billed for the total price of replacement. Also, an assessment will be made for damaged books. Students must have their own supplies, such as pens, paper, pencils, etc., at all times.

### BOOKBAGS AND ATHLETIC BAGS

#### Elementary

Bookbags with wheels must not be oversized, such as suitcases, travel cases, and flight attendant cases. These are not Bookbags. Students must be able to easily maneuver their bookbags and be able to hang them on provided hooks.

#### Secondary School

Bookbags should never impede any walkway. Luggage items should not be brought to school, as these are not bookbags. Bags with wheels are **not** permitted. The school reserves the right to inspect student backpacks or bags at any time. A second locker may be obtained from homeroom teachers for additional storage if additional locker space is available.

*Know ye not that they which run in a race run all,  
but one receiveth the prize? So run, that ye may obtain.  
And every man that striveth for the mastery is  
temperate in all things. Now they do it to obtain  
a corruptible crown; but we an incorruptible.  
I Corinthians 9:24-25, KJV*

## CHAPEL

Chapels are held weekly to give opportunity to worship, sing, receive Biblical instruction and fellowship together. **Students are to bring their Bibles to every chapel service.** These are unifying times for the school. Chapels are held on Wednesdays, except for special events. In addition, assemblies are called for special occasions and programs. Parents are welcome to attend the chapels.

Students should never interrupt a chapel to go to the restroom unless it is an emergency. If they leave a chapel, when they return they will be seated so as to cause the least amount of disruption. Out of respect for the speaker and the Lord, students are to refrain from any behavior (talking, giggling, sleeping, passing notes) that disrupts the worship experience. Disrupting chapel will be treated as flagrant disrespect and handled accordingly.

## COMPUTER AND INTERNET USE

Internet access is available to the students and teachers of Summit Christian School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. With this access also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Some material obtained via the web may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either deliberately or by accident.

Our desire is to ensure that the use of the internet resources is consistent with our stated mission, goals, and objectives. If a user is in violation of any of these guidelines, future access could be denied and disciplinary actions may result.

### Computer Use - Terms and Conditions

1. Computers are provided to be used as tools in learning. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Maintaining this privilege requires responsibility. Inappropriate use will result in cancellation of computer privileges and/or further discipline from the school. Students are not permitted to access chat rooms and personal pages

(ie, MySpace, YouTube, etc.) The Administration will deem what is inappropriate use.

2. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning,
3. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material. Nothing should be done or said to degrade the reputation of SCS. Use appropriate language: remember that you are not only representing yourself but also SCS on a publicly accessible system.
4. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks will result in cancellation of privileges, school disciplinary measures, and possible replacement or repair costs.
5. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form is unacceptable.
6. Privacy: Do not reveal the home address or personal phone number of any student, faculty member, or employee (including yourself if you are under age 18). This can result in unwanted intrusions of privacy.
7. Do not use anyone's password but your own. Attempts to log on as anyone other than you may result in loss of privileges.
8. Security is a high priority; therefore if you think you can identify a security problem in the school's system, you must notify a teacher or administrator. Do not demonstrate the problem to others. Please be reminded that "Hacking" is a federal offense and it is more easily traced now than ever before.
9. Summit Christian assumes no responsibility or liability for loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through this service
10. All communication and information accessible via computer resources shall be regarded as school property. However, those who operate the system may review files and messages to maintain system integrity and to ensure that users are using the system responsibly. Messages related to or in support of illegal activities may be reported to the authorities.

11. The downloading of files from the internet and the uploading of files from a disk to the school network is not permitted unless permission has been granted by the Administration.

### WEEKLY UPDATES

Periodically, Summit will send information out via an email service regarding announcements, sports, entertainment, breaking news, promotions, and any other pertinent information to all our parents and students. The emails frequently contain links to top stories and further information.

### DROPPING OFF ITEMS

#### Parents

When dropping off items for a student at school, please do NOT go directly to the classroom. The items must be dropped off in the appropriate school office. The office will make sure your student receives them in a timely manner.

### ELECTRONICS, ETC.

In the event that a student has possession of or is using an electronic device such as a cell phone, iPhone, iPod, CD/DVD player, etc. at such time that it is prohibited, the item MAY be turned over to the teacher/coach/supervisor on duty. If the item in question contains cursing or explicit language that is not compatible with the stated philosophy of Summit Christian School the student may be disciplined accordingly.

Parents are not to call or 'text' their child during school hours. Administration has the right to review content of any device. The student will be held accountable for content (the same way objectionable literature, videos, speech, etc. are treated.) This applies on campus as well as at any SCS event. **Use of these items between the hours of 8:00 AM and 3:00 PM is prohibited. Students are discouraged from bringing electronic items to school. SCS is not responsible for lost or stolen electronic devices.**

### EXTENDED CARE

This service is required for students who arrive at school early and/or have to stay late. The hours of operation are 7:00 - 8:00 AM for elementary students and 3:15 - 6:00 PM campus-wide. **There is a fee for this service.** For information, contact the appropriate administrative office.

### FACULTY MEETINGS

All staff devotions are held Monday morning from 7:30-8:00 AM. Elementary School faculty meetings are held at 7:30 AM on Wednesdays. Secondary School faculty meetings are held from 7:30-8:00 AM Tuesday-Thursday. Parents are requested not to ask for conferences or phone conversations with teachers at these times.

### FIELD TRIPS

Periodically, educational field trips will be taken. In most cases, notices will be sent home with the students to notify their parents in advance. However, blanket permission for class field trips is given on the registration form. One purpose of field trips is to motivate interest in various fields of endeavor located within our immediate area and in nearby communities.

### Chaperone and Volunteer Policies

All volunteers used by the school must be approved by Administration. Any volunteers working closely with students, or chaperoning overnight trips must agree to, and pay for, a background check to be run by the school.

### FIRE DRILLS

Fire drills are conducted monthly. If you are visiting on campus when a fire drill is being conducted, please go to the nearest exit and follow the classes to the designated area of safety. Classroom procedure for a fire drill is as follows:

1. Upon hearing the signal, stop what you are doing. **(No talking again until class is in session.)**
2. Immediately form an orderly single line.
3. Quickly exit single file following the fire plan in each room.
4. Teachers are to be sure that lights are out and doors are closed (not locked.)
5. Upon arriving at your designated safe area, the teacher will take roll to report any missing students.
6. All-Clear bell will be sounded.
7. Return to classroom (single file, NO TALKING.)

### FUNDRAISING AND GIFTING

SCS does not rely solely on tuition revenue for your child's education. Much of the money needed for ongoing academic enhancement and overall improvements to our school are provided through our Annual Fund. Support for our Annual Fund comes mainly from an annual auction, grants, foundations and philanthropic gifts. **We urge all parents, students and alumni** to participate in the BoosterThon program and other fundraisers. Your

participation is critical to keeping our tuition affordable. Expressing loyalty to SCS through volunteerism and gifting is a critical part of the full educational experience. As SCS is a not-for-profit, 501(c)(3) organization, your gifts may also be tax-deductible. *NOTE: Friendly sales are made by contacting family, neighbors, close friends, and co-workers. Door-to-door selling is not recommended.*

### INSURANCE

Insurance is provided for all full-time students. It covers accidental injuries that occur on/off campus during school related activities such as field trips, athletic events, etc.

### LIBRARY

Library time is scheduled by appointment time with the Librarian. Contact the Elementary Office for appointment times. Rules generally accepted in libraries will apply in the school library, including the following:

1. Reference books and reference materials must not be removed from the library except as directed by the Librarian.
2. Damaged or lost books must be paid for by the person who checked out the book.
3. A fine will be charged for late returns. Parents will be notified of fines due and report cards will be held until it is paid. No fine will be issued for a student with an excused absence.
4. Quiet must be maintained in the library. Talking without permission is forbidden.
5. The Librarian has the same authority as a teacher in a classroom. The same disciplinary procedures apply.
6. Students who wish to use the computer to get information from the Internet must have a signed permission form on file before access will be given.
7. **All students are required to have a valid library card from the county in which they live.**

### LOCKER USAGE

Hall lockers are assigned to all students in Grades 6 - 12. Only locks purchased from the school may be used. Once purchased, they may be used from year to year.

Lockers are also provided for those participating in P.E. They are located in the locker rooms. Students must purchase an additional lock to be used on the P.E. locker. Lock up purses, wallets, clothes, books, etc., while at P.E. **The school is not responsible for**

**any items lost or stolen at P.E. or while at school.** It is the student's responsibility to keep their possessions safe. Student lockers are the property of the School, and the School shall retain exclusive control of such lockers at all times. The School further reserves the right to inspect the student lockers at any time, without notice and without student consent.

### LOST AND FOUND

The student's name should be on all their personal articles and school assigned books and materials. A lost and found area will be maintained by each school's office. At the end of each grading period, unclaimed articles may be sold by the school or given to a benevolent ministry.

### LUNCH PROGRAM

#### Elementary

Wholesome Tummies will be our lunch provider this year. Their food is organic with all natural ingredients. Their lunches include fresh fruits, vegetables and whole grains. Visit [www.wholesometummies.com](http://www.wholesometummies.com) to order your child's lunch online in the morning and it will be delivered at lunch time. No pre-ordering.

**Secondary Students** may bring their lunches or purchase them in the Summit Café from Wholesome Tummies. A variety of hot food and cold sandwiches as well as milk and juice may be purchased. All students eat in their designated areas outside or in their classrooms with faculty supervision. Middle School (6-8) and High School (9-12) students have separate lunch schedules. A La Carte items will be available every day on a cash only basis to Middle/High School students only. Prices for these items vary from 50 cents to \$3.50. A complete lunch will range from approx. \$3 - \$5. Pre-ordering is not available for MS/HS students. Theft of cafeteria items will result in disciplinary measures up to and including criminal prosecution.

### PARENT-TEACHER CONFERENCES

Parents wishing to have a conference with their child's teacher may do so by calling the respective office and making an appointment. It is most important that parents not call a teacher at their home at any time. In case of a serious matter, parents should contact the school, not the teacher. Children staying at school and waiting for their parents are the responsibility of the school and should go directly to the designated waiting area.

## PARENT-TEACHER FELLOWSHIP

**Mission Statement:** *We are Volunteers sharing the love of Christ with the families, faculty and staff of Summit Christian School through acts of service and kindness.*

The SCS Parent Teacher Fellowship (PTF) exists to promote the school and its activities. Meetings are held periodically during the school year. If you would be interested in being a Room Parent, please talk to one of our board members or your child's teacher. Room Parents are a vital part of our school. For further information concerning this organization, please contact the PTF.

## POSTING NOTES

Notices of any kind may not be posted on school property without prior approval by the appropriate administrator. No one may remove any notices that are posted without prior approval.

## EMERGENCY SCHOOL CLOSINGS AND OPENINGS

SCS generally follows the same decision made by the Palm Beach County School Board concerning the closing and opening of school due to weather. In the case of inclement weather or other emergencies when school must be closed, an announcement will be made over radio stations WRMB (89.3 FM) and WAY-FM (88.1) and television Channels 12 and 25. Please be sure to check the late evening or early morning news, the school hot line or website.

## SCHOOL EVENTS AND TRIPS POLICY

No student may sign up or agree to purchase a ticket for any SCS event without prior written consent by their parents.

By signing, the parent agrees to be responsible for the costs incurred by SCS if their student later decides not to attend or is unable to attend for any reason. This includes, but is not limited to class trips, field trips, musical presentations, sports events, etc. Parents agree to be financially responsible for any event their student signs up for, reserves a spot for, or agrees to attend, as long as the parent had foreknowledge of the event. Any expenses incurred by the school due to the cancellation of the student from attending an event will be charged to the student's tuition account. This includes all class trips and the Senior Class trip. The school has to advance funds for each trip for chaperones, busing expenses, admission tickets, airline tickets, etc., based on reservations made.

Normally, these expenses are not refundable to the school. If an instance occurs where a refund is possible, the student will not be held responsible for the amount refunded. **Note:** In order for any student to participate in any class trip, their tuition account must be paid up to date.

## SCIENCE ROOM POLICY

Students are not permitted to open any storage area (drawers, closets, desks, cabinets, etc.) where chemicals or lab equipment may be stored without the specific permission of the teacher. Students may not handle any chemicals out for display or demonstration without the specific permission of the teacher. Any student handling any chemicals without the specific permission, instruction and supervision of their teacher, will be personally liable for any damage caused to property or the health and well being of any students, faculty, or the general public. Charges for any environmental clean-up, fines, etc., will be the responsibility of the student and their parents. This written statement puts the student and parents on notice that we will not allow a careless or playful attitude about chemicals to prevail in the classrooms at Summit Christian School. It is very possible that the student will be suspended or even expelled if found handling any chemicals unsupervised by a teacher. The suspension or expulsion will be handled in accordance with the severity of the infraction.

## SENIORS

As leaders of the school, the seniors are expected to display exemplary conduct at all times. In many ways the seniors will have opportunity to represent our school in the community and to the public across the country. A student who has achieved the standing of senior class student at Summit Christian School is assumed to have strong support for its academic, spiritual and moral standards. In keeping with an accompanying level of maturity, SCS seniors are expected to be in every way examples of a Christian. Any student who would not feel comfortable in that atmosphere is encouraged to seek to attend a school more in keeping with his personal spiritual and moral standards - for his own benefit as well as for our school's. The same methods of disciplinary action pertain to seniors as to other students. A senior may be expelled at any time during the school year if, in the judgment of the administration, he is found to be in violation of his Student Pledge. A senior who is expelled from SCS will not receive a diploma no matter how far along into the year it may be. It is for this reason that we encourage every student, but especially seniors, to be positive in their commitment

to the Lord and to Summit Christian School. While seniors receive many special privileges, leaving campus during lunch (other than the monthly designated Senior Lunches) is not a senior privilege.

### Senior Expenses

The senior class has many special events that occur during the year. Many of them will have additional fees you will need to pay if you choose to participate. The one fee all seniors must pay is the Senior Fee. This fee covers the cost of your cap and gown, diploma, and other graduation expenses. Other events with additional fees that may occur during the year are as follows:

- Retreat
- Senior Pictures
- Senior Yearbook Picture Day
- Fees for Honor Societies
- Graduation Announcements, etc.
- Senior Trip
- Prom, Athletics, Fine Arts, etc.

### Senior Pictures

All seniors are required to get a portrait taken with the school's chosen photography studio for the yearbook. These pictures will be taken in the months of August and September. The photographers know what we need for the yearbook, but you may take additional poses as well. Please remember that pictures must reflect SCS standards for hair, etc.

### Senior Testing

All seniors are required to take either the SAT or the ACT college entrance exam by the spring of their senior year. This is a requirement for graduation from Summit Christian School. Registration packets for these exams are available in the High School Office or you may register online.

### Senior Trip

Each year the seniors take a trip for its cultural and spiritual value. It is a time when the class can draw closer together spiritually and meet people of other cultures. We view the senior trip as an important educational experience, as well as an enjoyable time, and encourage each senior to attend. The school will provide fundraising events for the senior to help raise funds to pay for the trip. Additional information will be distributed early in the student's senior year.

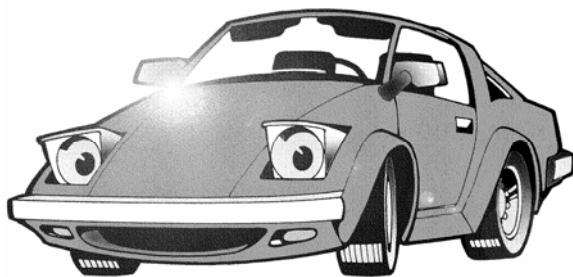
## SURVEYS

Periodically, surveys are done to communicate with parents, alumni, and friends of the school. This information is used to better serve our students and families.

## TRANSPORTATION

### CAMPUS TRAFFIC PROCEDURES

Parents may elect to drive students to/from school, students may drive themselves, or they may utilize our SCS Bus Transportation Service. Anyone driving on campus grounds is required to obey our 5 MPH speed limit, adhere to the designated drop-off and pick-up points, and to follow the direction of all traffic assistants and traffic patterns. They are also required to display the Identification Card for access through security. SCS reserves the right to deny access to any vehicle viewed as suspicious or not obeying the traffic rules. Violation of SCS Traffic Rules may result in a fine assessed to their school account. **The safety of our students is of utmost importance.** SCS reserves the right to deny access to any vehicle viewed as suspicious or not obeying the traffic rules.



### STUDENT DRIVING

Students in high school who have a driver's license are permitted to drive cars/motorcycles to school, provided they follow proper safety procedures. Failure to follow good safety rules will result in the loss of this privilege. **Many young children are on our campus; the speed limit is five miles per hour (5 MPH) and must be observed consistently for everyone's safety.**

Students should only park in areas designated for them. Each student driver must sign a "Student Driver Covenant", show proof of a valid driver's license, insurance and vehicle registration on each vehicle driven to school, and obtain a parking/identification card from the High School Office (\$10.00 per vehicle) before driving on campus. Parking citations will be issued for failure to comply with the Student Driver Covenant and driving privileges may be revoked. The school reserves the right to inspect student vehicles.

## STUDENT DRIVER COVENANT

Realizing that it is a privilege to drive a vehicle to school, student drivers must covenant with the school that they will drive their vehicle in a responsible manner while on campus. There are a great number of small children on campus who are not mature enough, at times, to follow safety rules or to stay out of the way of danger and extra caution must be exercised for their sake. THEREFORE, Student Drivers:

1. Will not drive over five (5) miles per hour
2. Will provide proof a valid driver's license and insurance on each vehicle driven to school
3. Will cooperate fully with personnel directing traffic
4. Will never play a vehicle radio or sound system loudly while on campus
5. Will not allow anyone to sit in or on a vehicle at any time during the school day
6. Will not allow anyone to ride on the outside of a vehicle while it is moving
7. Will only bring other students to and from school in a vehicle if they have permission from both their parents or guardians and the students' parents or guardians
8. Will not return to the vehicle during the school day
9. Will only park in an authorized parking spot and understand that they will have to pay a \$5.00 fine for parking in any unauthorized location (any reserved or handicapped parking space is off limits). Report cards will be held until outstanding fines are paid.
10. Realize that if they do not follow these procedures, they could be penalized by a fine, have driving privileges suspended and/or permanently revoked, and face possible suspension from school



### BUS SERVICES

Using the SCS Bus Service is a privilege which can be lost because of improper conduct. The following rules apply and must be observed by all students whenever they are passengers on the school's buses, including field trips, athletic events, AM/PM bus routes, etc. Students not adhering to the rules will receive a **Transportation Disciplinary Referral** which must be signed by a parent.

## Bus Rules

1. Drivers/fellow students must be treated with respect.
2. Students may have assigned seats at the drivers discretion.
3. Students must remain seated while the bus is in motion. No standing or turning around in seats is permitted.
4. Low conversation is permitted. Loud voices and inappropriate language is not permissible.
5. Students must not talk as the bus approaches and crosses railroad tracks. The driver needs complete concentration at this time.
6. Students must keep their hands, heads, and all other items inside the bus at all times.
7. Students must not gesture or talk to people outside of the bus.
8. Students are expected to pick up after themselves. Eating, drinking or chewing gum is prohibited.
9. Damage to the seats, etc., must be paid for by the student who causes the damage. Vandalism will be treated with the seriousness it deserves.

### Fines

Gum: \$5 first offense, \$10 each additional offense.

Seat Damage: \$50 per cushion (writing, puncture/tear)

Other Damages: Fine to be determined by cost of repair and by the Administration.

10. Students must never tamper with the controls or equipment on the bus (i.e., emergency lights, exits, doors, etc.) or sit in the drivers seat.
11. The following items are prohibited: electronic devices (iPods, cell phones, etc.), weapons of any kind, etc.
12. For students riding the bus routes, more detailed rules will be given. Also, a Student/Parent Bus Covenant form must be signed on an annual basis.

### Parents

On a morning route, if your child is not riding for any reason, please call your driver! If your driver arrives and your child does not ride, bus service will not resume until your driver hears from you. Please be sure to notify the Busing Office (471-3363) and the Business Office when your child begins or stops using our bus transportation service.

## VISITORS

**Due to the serious nature of instruction in classes and the legal responsibilities of the school, students are not allowed to bring guests to school. ALL VISITORS must report to the appropriate office upon arrival to be considered an authorized visitor.** No unauthorized person is allowed on the school grounds at any time. Those desiring to observe our school with regard to applying for admission should report to the Admissions Office and must observe all rules of SCS.

## HEATH and SAFETY

### COMMUNICABLE DISEASE POLICY

Summit Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to another person. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans by potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chameroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inquinale, Hasen’s Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire’s Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students with communicable disease for which immunization is not available shall be excluded from the school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student to

verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

## IMMUNIZATION AND RECORD REQUIREMENTS

### Forms required for Immunization

#### Documentation

Department of Health Form 680 - completed by a doctor, clinic or health dept.

### Immunizations Required for Kindergarten

#### Entry:

- Diphtheria - Tetanus - Pertussis Series (DTP)
- Hepatitis B Series
- Measles - Mumps - Rubella (2 doses MMR)
- Polio Series
- Varicella (effective in 2001-2002 school year)

### Immunization Required for Seventh Grade

#### Entry:

- Hepatitis B Series
- Second Dose Measles Vaccine (preferably MMR)
- Tetanus - Diphtheria Booster

### Immunizations Required for Child Care / Family Day Care (up to date for age)

- Diphtheria - Tetanus - Pertussis Series (DTP)
- Hemophilus Influenzae Type B
- Measles - Mumps - Rubella
- Polio Series
- Varicella (effective 2001)



## EMERGENCY INFORMATION

Forms are on file for each student in the respective school offices for emergency contacts. Please inform the office when any changes take place in your information. Each student **must** have a complete emergency form filled out on his/her behalf.

### FIRST AID

First aid may be administered by cleansing a wound or applying ice or a bandage. No topical ointments or internal medical treatment, not even aspirin, will be given. If first aid is administered, the parents or guardian will be notified. First Aid supplies and Communicable Disease Kits (CDK) are available in every classroom, bus, and office of the school. In an emergency, paramedics (911) will be contacted.

### HEAD LICE

South Florida, with its tropical climate, lends itself to the common problem of head lice among children. After examination, any student found to be affected will be sent home for treatment. It is each parent's responsibility to check the hair of their own children on a daily basis. It is expected that a child sent home to be treated along the lines outlined below will be successful in ending any cases. Students may return to school after treatment and inspection of the hair and scalp show elimination of the lice. Your pharmacist can recommend a suitable shampoo for you and the correct procedure for use. Head lice is no reflection in any way upon a person's personal hygiene or cleanliness.

### MEDICINES

Prescription medicines must be sent to the appropriate school office with a note for use. A Medical Release Form signed by the parent must accompany the prescription bottle. All medications must be taken in the presence of designated office personnel. No internal medication may be given at any time without a note from both a parent **and** a doctor and the designated personnel.

### SECURITY

Crisis emergency training and procedures have been studied and practiced with all staff and policies are continuously reviewed through in-service classes.

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