



SUMMIT  
CHRISTIAN  
SCHOOL

# Student/Parent Handbook

*Summit Christian School is an equal opportunity employer and provider. The school will not discriminate based on race, color, gender, or ethnic origin in the hiring of its certified or non-certified personnel or to the students or families it serves.*

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## **WELCOME**

At Summit Christian School it is our desire to help students grow in their knowledge of the Lord and to help them develop skills that will enable them to become productive Christian citizens. We seek to partner with the families of SCS students in this endeavor.

The staff at Summit Christian School frequently evaluates our priorities to ensure we are a balanced, Christ-centered, educational program. Summit Christian School recruits and admits students and hires staff of any race, color, or ethnic origin.

## STATEMENTS

### **Statement of Philosophy**

Our Christian faith has profound implications for the educational process:

- God reveals Himself in the person of the Lord Jesus Christ.
- God's Word, the Bible, is the authority under which we must live.
- All reality can be understood only as it is related to God who made all things.
- All subjects are taught through the grid of His Word.
- Maturing in Christ-like character is as important as growing in knowledge and wisdom.

Upon this foundation of faith in Jesus Christ and adherence to God's Word, instruction focuses on the children's spiritual, mental, social, and physical development to realize God's plan for their lives. We help the children develop their God-given talents so they can offer these talents back to God in service to Him.

His Word influences the teaching of every subject in the school. The Bible, according to II Timothy 3:16-17, is necessary for equipping an individual for "every good work."

Each student is a special creation of God, uniquely gifted and loved by Him. The Christian school can be one of God's instruments to develop the student's mind and mature his/her character. The student's family life is also important in accomplishing these goals. We promote the involvement of parents working together with the school, respecting the contribution and authority of each other.

Since God is "no respecter of persons", Summit Christian School does not discriminate on the basis of color, national origin, race, or sex. God loves all people.

### **Statement of Mission**

SCS strives to provide excellence in education on a solid Biblical foundation.

### **Statement of Vision**

SCS strives to be a school that makes Biblical and academic pursuits engaging so that students will learn, grow, and impact the world for Christ.

Each student is encouraged to:

Dream **vividly**,  
Learn **courageously**,  
and  
Live **boldly** for Christ!

## Statement of Faith

We believe:

1. the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. in the resurrection of both the saved and the lost; the saved unto resurrection of life, and the lost unto the resurrection of condemnation (John 5:28-29).
6. in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (1 Corinthians 3:16, 6:19-20, Romans 8:13-14, Ephesians 4:30, Ephesians 5:18).
8. that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).
10. that all human life is sacred and created by God in His image (Genesis 1:26-27). Human life is of inestimable worth in all its dimensions, including the unborn babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are committed to continuing to value, protect, and defend all human life (Psalm 139).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

## **OBJECTIVES**

### **Spiritual Objectives**

Recognizing that God's Word is the foundation for all of life, Summit Christian School seeks to lead children into a personal relationship with Jesus Christ. Daily Bible study and emphasis on practical Christian living provide a strong spiritual framework. It is our goal to help the child recognize the following truths:

1. The Bible is the verbally inspired special revelation of God to man.
2. God, the creator of the world, is the sustainer of the world.
3. Jesus Christ, the Son of God, came to earth to die for sinful man.
4. It is necessary to be born again through faith in the finished work of Christ.
5. The child sees his need to worship, adore, and praise the Lord.
6. The child sees the importance of spiritual growth which is nurtured through application of the Biblical principles of fellowship with, prayer to, and service for God.
7. The principles of the Bible set the standard for ethics and morality in every area of life.
8. The Bible is relevant to all subject areas.
9. The child sees the importance of getting along with non-Christians and Christians who hold differing views.

### **Academic Objectives**

Summit Christian School strives for academic excellence. Therefore, we desire to teach the student:

1. individual responsibility in fulfilling assignments,
2. appreciation for the fine arts,
3. acquired skills at every level to help prepare for future study,
4. precise analytic and reasoning powers through the study of mathematics,
5. meaningful communication through the skillful use of the written and spoken language,
6. skills that will provide a groundwork for satisfaction and fulfillment through occupational excellence,
7. our great heritage in this our God-given land,
8. individual responsibility in facing civic problems, and
9. proper attitudes toward authority, in and out of the classroom.

### **Emotional Objectives**

Summit Christian School seeks to provide a staff of dedicated teachers who are interested in the needs of their students. We desire to help children grow up with a sense of security and self-worth. The stability provided by spiritual emphasis and a loving staff will help students securely meet the challenges of learning and living.



## **Social Objectives**

How students relate to each other and to their parents and teachers is important. Christian ethics not only encourage personal spiritual growth, but wholesome social growth as well. It is our objective to encourage the student in the following ways:

1. cooperative work and study habits,
2. proper attitudes toward both those in authority and those in his peer group,
3. development of wholesome attitudes which will carry over into his home life, vocational endeavors, dating life, and, ultimately, into the marriage relationship,
4. development of Christian social graces, and
5. development of proper attitudes and discipline concerning promptness and responsibility.

## **Physical Objectives**

Summit Christian School monitors and seeks to understand the physical needs of each student. The faculty and staff will strive to work with the parents to help the child mature to be healthy and strong. Therefore, we seek to develop the following skills for each student:

1. the importance of proper care of his body, and
2. a sense of discretion in choosing wholesome physical recreation.

## **ADMISSIONS**

### **Admission**

*Summit Christian School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate based on race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated desegregation.*

Readiness is a criterion for admission to any grade. Any student applying for admission must be on or above grade level in his/her academic achievement. All students applying for admission to 4<sup>th</sup> grade must provide a copy of their 3<sup>rd</sup> grade Ohio State Testing score for English Language Arts and/or the most current 3<sup>rd</sup> grade Measures of Academic Progress (MAP) scores for reading in order to verify they have successfully met the state requirements for promotion to 4<sup>th</sup> grade, as required by the Ohio 3<sup>rd</sup> Grade Reading Guarantee.

Parents of students who are English Language Learners (ELL) will be asked to provide Ohio English Language Proficiency Assessment (OELPA) scores when enrolling. If the parents cannot provide OELPA scores, the students will be given the Ohio English Language Proficiency Screener (OELPS) to determine the need for ELL services.

Parents of children with significant learning disabilities, autism spectrum disorders, and/or physical challenges who have an Individual Education Plan (IEP) or 504 service plans should strongly consider if Summit Christian School is the best placement for their child. Summit Christian School does not service IEPs or 504 plans as mandated in public schools. SCS does not currently supply the resources to manage and implement such plans.

Parents of enrollees must sign the Parent Confirmation verifying that they have read, understand, and will support the contents of the Student/Parent Handbook prior to the beginning of the school year in which their child will be attending SCS.

The expectations for student academics and behavior at SCS are very high. Students who do not demonstrate an investment in their learning, are unable to maintain adequate academic achievement, and demonstrate acceptable behavior may jeopardize their eligibility for reenrollment to SCS.

All children accepted to Summit Christian School are admitted on a probationary basis for a period of one grading period, or nine weeks.

New students are only accepted for the current school year through the end of the first academic quarter.

## **Entrance Age and Testing**

Summit Christian School shall follow the policy of the State of Ohio for the compulsory school entrance age requirements. All children who have not been excluded or excused from school must be enrolled in school by the calendar year during which they turn seven.

The following policies are in effect:

Entrance Age:

1. Kindergarten students must be five on or before August 31st.
2. First grade students must be six on or before August 31st.

Entrance testing is conducted only after the child's parent/guardian has completed the New Family Interview with the principal or administrator. Testing for admittance is held in the spring/summer prior to the entrance year. Prospective students must demonstrate academic ability that is on or above the grade level they are applying to for admission.

## **Student Transfer or Withdraw**

If a parent desires to withdraw their student before the end of the school year, the parent/guardian must communicate that desire in writing to the head of school, including the date of the last day the student will attend class. After the student's last day of attendance at school, the office staff will calculate the final bill for any charges or outstanding tuition due. Depending on the student's last date of attendance, parents of students on the Ed Choice Scholarship may need to return to SCS to sign an outstanding Ed Choice check.

Students on Ed Choice Scholarships or Ed Choice Expansion Scholarships have 30 days to transfer their scholarship to another Ed Choice provider school once accepted to the school.

## **BACK TO SCHOOL NIGHT**

The partnership between school and home is essential for student success. At the beginning of the school year, Back to School Night provides a wonderful opportunity to gather our school family, refresh previous connections, and establish new ones. At this event families can:

- Cultivate channels of communication necessary between school staff and parents.
- Meet your child(ren)'s teacher(s).
- Drop off school supplies in their classroom(s).
- Take care of final preparations concerning uniforms, meal program applications, medical documents, transportation details, Ed Choice Scholarship, etc.

## **CURRICULUM AND INSTRUCTION**

Curriculum and instruction at Summit Christian School shall be consistent with the courses of study as adopted by the governing board of the school and with the purposes and the philosophy of education adopted by the board. The standards for curriculum and instruction shall be set pursuant to the Ohio Revised Code and the Operating Standards for Ohio's Schools as adopted by the State Board of Education.

Curriculum and instruction shall be maintained at such a level as to provide a quality in-depth education to all students beginning with the kindergarten program through grade eight. Students in all grade levels shall be provided with an education equivalent, or superior, to that provided by the public school district in which they reside. Students shall be provided with an education in all areas of needs as required by state law and shall also receive education consistent with the religious beliefs of the governing board of the school.

In recognition of these goals, Summit Christian School shall utilize curricula of the highest educational caliber, with textbooks and materials from sources of highest integrity and quality.

The students at Summit Christian School shall be evaluated near the end of each academic year using standardized achievement tests to measure their progress.

### **Curriculum**

At Summit Christian School, a Biblical worldview is the filter through which all academic pursuits pass. Whether Christian or secular, the curriculum has been chosen with the highest level of academic growth in mind.

#### **Bible**

K - 6 <sup>th</sup>	Bible, Deep Roots
7 <sup>th</sup> – 8 <sup>th</sup>	Bible, New Testament and Old Testament Survey

#### **English Language Arts**

Kindergarten	Starfall
1 <sup>st</sup> – 5 <sup>th</sup>	Houghton Mifflin Harcourt Into Reading
6 <sup>th</sup> – 8 <sup>th</sup>	McGraw-Hill Study Sync

#### **Math**

Kindergarten – 8 <sup>th</sup>	McGraw-Hill Reveal Math
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#### **Science**

Kindergarten	Starfall, teacher created curriculum
1 <sup>st</sup> -8 <sup>th</sup>	SAVVAS Elevate Science

## **Social Studies/history**

Kindergarten      Starfall, teacher created curriculum  
1<sup>st</sup> – 8<sup>th</sup>              Savvas My World

## **Handwriting/Penmanship**

Kindergarten      Starfall  
1<sup>st</sup> – 5<sup>th</sup>              Zaner-Blosser

In addition to the core curriculum, SCS utilizes many online interactive educational websites, such as Happy Numbers, Moby Max, and IXL.

## **Report Cards**

In grades 2-5, students will receive an academic grade for each class and a skill set grade.

The academic grading scale for students in grades 2-8 is as follows:

99-100% A+	73-82% C
95-98% A	70-72% C-
93-94% A-	68-69% D+
91-92% B+	62-67% D
87-90% B	60-61% D-
85-86% B-	59% and below F
83-84% C+	

The skill set grading scale for students in grades 2-5 is as follows:

NI	Needs Improvement
I	Improving
S	Satisfactory
G	Good
E	Excellent

Students in grades K-1 will be assessed in all areas using the following grading scale:

NI	Needs Improvement
I	Improving
S	Satisfactory
G	Good
E	Excellent

There are four 9–10 week grading periods in each school year. Report cards are mailed home on the Friday following the end of grading periods 1-3. Final report cards are mailed home after the last day of school. See the school calendar for the exact dates.

## **Honor and Merit Roll**

At the end of each quarter, students in grades 2-8 will be recognized if they meet the honor or merit roll criteria. Students who earn all A's (no B's, C's, D's, or F's) on their report card will be added to the honor roll for that quarter. Students who earn all A's and B's (no C's, D's, or F's) on their report card will be added to the merit roll for that quarter.

At the end of the year, students who earn all A's in all four quarters will receive an honor roll award at the end of year ceremony. Students who earn all A's and B's in all four quarters will receive a merit roll award at the end of year ceremony.

## **Standardized Testing**

Student progress in the core subjects of Math and English Language Arts will be monitored and evaluated using Measures of Academic Progress (MAP) assessments. The assessments will be taken by all students at SCS in the fall, winter, and spring. In addition, all K-5 SCS students will be assessed using MAP Reading Fluency in the fall, winter, and spring of each school year. The data gained from these assessments will serve to guide instruction and gauge each students' growth in the areas of Reading.

Students in grades 3-8 are required by the state of Ohio to take the Ohio State Tests (OSTs) in the content areas of Math and English Language Arts. Students in select grades also take OSTs in the areas of Science and Social Studies.

## **3<sup>rd</sup> Grade Reading Guarantee**

The 3<sup>rd</sup> Grade Reading Guarantee is an Ohio law that states every student in 3<sup>rd</sup> grade must achieve a promotion score in English Language Arts on the Ohio State Test, either in the fall or in the spring, in order to be promoted to the 4<sup>th</sup> grade. The progress of students in kindergarten through 3<sup>rd</sup> grade will be monitored and noted as "On Track" or "Not On Track". Each student's progress will be communicated to the parents.

Students who are determined to be "Not On Track" will be closely monitored in their reading progress and will be provided appropriate interventions and supports to aid the student in reaching "On Track" status. Suggestions for home support will also be given as needed.

## **Failure/Retention of a Student**

If a student's yearly average is a failing grade in two or more academic subjects, a student may fail the grade and may jeopardize his/her enrollment at SCS. Also, students who do not make adequate progress in any core academic subject may be considered for retention. However, Summit Christian School believes it should be the collective wisdom and consensus of the staff professionals when a student is retained in a grade. Therefore, in the third quarter of the academic year, a committee will be formed to determine retention. The committee will include the head of school,

principals, classroom teacher, and possibly the school counselor/psychologist. Input from the parents will be considered at this time.

## **Homework**

Generally, the need for out-of-school assignments will increase as the child progresses up through the grades. The type of subject matter the student is working on determines the need for homework.

- The total length of all academic subjects per night should be approximately 10 minutes or less per year of schooling the students have had. For example: kindergarten = 10 minutes, 1<sup>st</sup> grade = 20 minutes, 2<sup>nd</sup> grade = 30 minutes, etc.
- Wednesday evening is a time of mid-week worship. Assigned homework will be avoided on that night, however students may have unfinished classwork to complete.

## **Late Work**

When a child fails to turn in an assignment by the due date, they are entitled to one (1) day to turn in the missing work and will receive a late grade of 10% less than the earned grade. Any work turned in more than one (1) day late will receive no credit.

## **Computers**

Summit Christian School is equipped with 1:1 computer devices for students. Students will utilize computers as a resource for learning content. The school board and administration have made a commitment to provide as much relevant technology as possible to support students' acquisition of 21<sup>st</sup> Century Skills.

It is expected that as students use SCS computers that they exhibit the highest level of integrity and responsibility with regards to internet safety and wisdom. SCS computers are to be used for school assignments only. All families will sign a Technology Acceptable Use and Conduct Agreement upon enrollment and students are expected to abide by that agreement when using SCS provided devices.

## **Academic Support**

Summit Christian School can provide limited academic support for students who qualify for services. Summit Christian School does not provide educational aides or paraprofessionals. If a student needs one on one support in the classroom, then SCS is not the best fit for that student.



## SCHOOL ATTENDANCE

### Reporting Absences

Absences from school may be necessary at times. On the day of absence, parents must call the school (330-762-3382) between 8:00 and 9:30 a.m. to report their student absent. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The State Code classifies absence from school as "excused" and "unexcused". The following conditions constitute reasons for excused absence from school:

1. Personal illness and medical appointments,
2. Illness in the immediate family,
3. Death in the immediate family,
4. Quarantine,
5. Religious holiday,
6. To assist parents in an emergency, and
7. Court summons

If the parents cannot call or email the office, a written excuse stating the day's absence and the reason may be sent with the student on the day of return. Unverified absence will result in the absence being unexcused and may result in disciplinary action.

Students who are absent due to illness for three (3) or more consecutive days must present a doctor's note verifying the illness.

Students are permitted to make up schoolwork missed during an excused or unexcused absence. Student work will be available upon their return to school or within 24 hours of parental request. The student may have the number of class days missed, plus one school day to complete the missed work. For example, if a student misses three (3) days of school, he/she will have three (3) days plus one more (4 days total) to complete the missed work. The work is then due on the following day (the 5<sup>th</sup> day, for example).

***No student may participate in an after-school activity if the student is absent more than ½ of that school day.***

Attendance and grades are related. A maximum of 20 days absent for a year is allowed. Students exceeding this limit may lose credit for the school year, jeopardize their enrollment status, and/or be denied reenrollment. Middle school students who exceed this limit in any class may lose credit in that class.

Missing more than one and one-half hours of the day because of tardiness, early dismissal, or midday appointments will be counted as one-half day absence. If more than one and one-half hours of the school day are spent in the infirmary, one-half day absence is accumulated. **Whenever possible, please schedule appointments for your child outside of school hours.**

Though we realize an educational value in travel, the school does not encourage the practice of taking students out of school for vacations. If circumstances make this

necessary, a written request from the parent/guardian must be submitted to the appropriate principal five (5) days prior to the scheduled vacation/absence. In so far as possible, class assignments will be given to the students prior to the scheduled vacation. Students are responsible for all work missed during their absence. The work will be due the number of days missed plus one after the student returns to school.

## **Tardiness**

In accordance with our school philosophy and listed objectives, students are required to exhibit proper discipline concerning punctuality. Parents will be expected to help the school develop this sense of responsibility. This can be done by ensuring that your child is consistently on time for school. Please do not impede your child's learning and subject him/her to discipline because of parental factors.

Students who are tardy 12 days prior to February 1 will forfeit their opportunity for priority reenrollment. The only opportunity to reenroll will be during the open enrollment window.

Students who are tardy 20 or more days in a school year will jeopardize their reenrollment eligibility for the following school year.

## **Appointments**

We understand that students may have appointments scheduled during the school day. **Whenever possible, it is best for students to come to school for as much of the day as possible, either before or after the appointment, to reduce the impact on their learning.**

## **TRANSPORTATION**

Summit Christian School students are eligible for public school bussing to and from school. Parents must apply for bussing with their child's public school district to use bus transportation. Once you are approved for bussing with your public school district, they will inform you of pick up and drop off times and location. Bussing is a privilege, and some districts may elect not to bus students and must, therefore, reimburse parents for the cost of transportation. Procedure for securing the reimbursement may vary from district to district. For help in this matter, call your local school bus garage.

If there are issues with bussing, parents are responsible for arranging alternate transportation for their student. Any students remaining in the school building at 3:00 p.m. will be sent to aftercare and aftercare charges will apply.

Bus transportation is a privilege and an opportunity to share our Christian testimony with the world. The expectation for student and parent character and conduct while in the school building applies equally to bus transportation.

## ARRIVAL AND DISMISSAL

### Arrival

The school day begins at 8:00 a.m. The school day ends at 2:45 p.m. for all students. This means that students are expected to be in their seats and prepared for the day at 8:00 a.m. Therefore, it is suggested that students arrive **no later than 7:50 a.m.**

Students who arrive prior to 8:00 a.m. will report to early care. From there students will be dismissed to the cafeteria if they have ordered or brought breakfast. **At no time are students permitted to wander the building.**

Students arriving after the designated school starting time **must be accompanied by a parent to the school office to complete the sign in sheet.** A tardy slip will be given to the student for admittance to their classroom.

Parents of students in 1<sup>st</sup> – 8<sup>th</sup> grades are only permitted to walk students to class with special permission. Parents of **kindergarten** students may walk them to class on the first day of school, and then by special permission.

### Dismissal

If your child's homebound transportation plans are changed, you **must notify the office prior to 2:00 p.m.**

Bus dismissal begins at 2:30 p.m. For the safety of students and efficiency of bus dismissal, parents are **strongly discouraged** from signing out their children during bus dismissal.

Students who do not use public school buses for transportation home from school will be dismissed to parents beginning at 2:45 p.m. and ending at 3:00 p.m. To pick up your child, simply pull into the parking lot and join the car line along the front sidewalk. Display your school issued name card prominently. **Please remain in your vehicle when you arrive to pick up your child in the car line.** Your child may enter your vehicle when you pull into the SAFE LOADING ZONE. Kindergarten – 3<sup>rd</sup> grade students entering vehicles on the driver's side must be escorted from the curb by the adult picking up. If you have business to do in the school after school hours, you must either pick up your child and park your vehicle or make prior arrangements with the school to have your child meet you in the office.

## **Early Dismissal**

Parents who need to pick up children earlier than the regular dismissal time must follow these instructions:

1. Come to the office to complete the sign-out sheet. Our personnel will locate your child and summon him/her to the office to meet you. Parents are not permitted to go directly to the classroom.
2. Children will not be released to a person who is not on the approved contact/pick up list or is a stranger to school staff without prior notification from you.

**\*Please note that early dismissal does disrupt the flow of end of day procedures in the classroom and the office. Thank you for respecting these procedures.**

## EARLY AND AFTER CARE

### **Early Care**

Early care hours -- 7:00 a.m. to 8:00 a.m.

Students arriving prior to 8:00 a.m. report directly to early care. After checking in with the early care monitors, permission may be given to go to the restroom or elsewhere as necessary. It is not necessary or permissible for parents to take students to the gym or cafeteria.

Students are free to bring breakfast items to eat during early care in the cafeteria. Breakfast is also available for purchase, via the National School Lunch Program, and may be eaten during early care. See the **Meal Service** section for details. Students arriving after 7:45 a.m. will not be permitted to go to breakfast; breakfast service ends at 7:50 a.m.

There is no charge for early care.

### **Aftercare**

Aftercare hours -- 3:00 p.m. to 6:00 p.m.

There is a daily charge of \$12.00 for each child in aftercare when it is utilized. Any student who is not picked up by 3:00 p.m. will automatically be included in the after-school care program and will be charged for this service. The aftercare program ends at 6:00 p.m. If a student(s) is not picked up by 6:00 p.m., there will be an additional charge of \$20.00 for **every 15-minute period** (or portion) thereafter. If a student accrues ten (10) late pickups, they will no longer be permitted to participate in aftercare.

Regular users of aftercare will purchase a pre-paid punch card from the school office. Each punch card costs \$120.00 and is good for ten (10) aftercare uses. In the event of an emergency or unexpected circumstance requiring the use of aftercare, parents will be billed monthly for services rendered. Charges must be paid as soon as possible after receiving the billing statement. If the aftercare fees are not paid by the end of the billing month, a \$35.00 late fee will be assessed. Failure to pay these charges on time could result in denying your child attendance in aftercare and/or at SCS.

To pick up your child from aftercare, come to the south entrance (near the main parking lot on Northampton Road by the playground). Ring the doorbell at the south doors, then the aftercare staff will let you in to sign out your child. You must come into the building to retrieve your child.

Feel free to pack a snack for your child to be eaten in the aftercare program. Snacks and beverages are also available for purchase during aftercare only. The cost is \$.50 per item. A "milk/snack card", good for twenty (20) items, can also be purchased from the school secretary for \$10.00.

If students wish, they might bring in a special toy or game from home, but please make sure that it is labeled with the child's name. We also ask the students to avoid bringing in combative-type toys, as this tends to incite rough and inappropriate play.

Students in aftercare will be given time to do homework. There will be a quiet area designated where they may do so.

If a student stays after school for an extracurricular activity or detention and is not picked up at the designated time, the student will go to aftercare until a parent/guardian comes to pick up the child. A charge of \$12.00 for the use of aftercare will be incurred. Regardless of age, no student is to roam the school building or property unsupervised.

## **STUDENT CONDUCT AND DISCIPLINE**

### **Discipline of Students**

At SCS we do not have rules, rather we have expectations to which students are held. These expectations apply to students while they are on school property, on school buses (public or chartered), and at school related events off campus. The core of these expectations is:

1. Respect God
2. Respect SCS and the people and things in it
3. Respect yourself

Parents have a responsibility to ensure that their children will behave in a manner that will not take away from a safe, orderly, and academically productive learning environment.

For minor incidences, consequences will be issued by the teacher. For major offenses, students may be issued detention, suspension, or expulsion by SCS administration. In **ALL situations, information, and any consequences any student may receive are confidential and will only be shared with the student's custodial parent or legal guardian.**

At SCS, we believe:

1. Every teacher at Summit Christian School has the right to teach and every student has the right to learn.
2. One student's choice to misbehave will not be allowed to interfere with the learning opportunities of other students.
3. The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.
4. Every discipline situation is an opportunity to teach expected behavior.

Parents and students are responsible for knowing teacher expectations and procedures. Teachers will communicate with parents about concerns related to their child's behavior choices. Teachers and staff will give opportunities for grace to each student as they demonstrate appropriate behaviors.

Students may be placed on behavioral probation for level 3 offenses. The probation will commence on the day of the offense and will continue for a period determined by the administration. Behavioral probation requires that the student make immediate and ongoing corrections to the inappropriate behavior of concern. If there is no noticeable change at the end of the established probation, the parents will be asked to withdraw the student from SCS.



Discipline will be administered to correct inappropriate behavior, not to punish. All students will be given the opportunity to admit their misbehavior, show remorse, and become a positive influence at Summit Christian School.

In the event of negligent, willful, or self-control related property damage, the student and/or his/her parents will be responsible for the cost of repairing or replacing the damaged property.

## Behavior Levels

### Level 1

<b>Definition</b>	Behaviors that: <b>DO NOT significantly</b> violate the rights of others or cause a safety issue
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Dress code infractions</li> <li>• Running in the hallway or classroom</li> <li>• Leaving the classroom without permission</li> <li>• Inappropriate horseplay</li> <li>• Making inappropriate noises</li> <li>• Disrespecting others or their property</li> <li>• Other offenses deemed appropriate by teacher</li> </ul>
<b>Consequence Framework</b> (May include one or more of these consequences)	<ul style="list-style-type: none"> <li>• Inform student of expectation violated</li> <li>• Describe expected behavior</li> <li>• Contact parent if necessary</li> <li>• Debrief and re-teach expected behavior</li> <li>• Inform student of appropriate consequence</li> <li>• Incident may be documented in FACTS, especially if consequence is incurred</li> <li>• Detention or other appropriate consequence assigned by teacher</li> </ul>

## Level 2

<b>Definition</b>	Behaviors that: <b>Significantly</b> violate the rights of others, cause a safety issue for self or others, and/or chronic level 1 behavior
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Repeated level 1 behaviors</li> <li>• Arguing with or talking back to teacher/authority</li> <li>• Insubordination or disrespectful attitude</li> <li>• Foul language</li> <li>• Instigation</li> <li>• Refusal to do schoolwork</li> <li>• Cheating/lying/plagiarizing</li> <li>• Theft</li> <li>• Use of cell phone or other electronic device (taking pictures or videos, texting, calling, etc.) during the school day</li> <li>• Other similar offenses deemed appropriate by the administration</li> </ul>
<b>Consequence Framework</b>  (May include one or more of these consequences)	<ul style="list-style-type: none"> <li>• Inform student of expectation violated</li> <li>• Describe expected behavior</li> <li>• Removal of student from situation</li> <li>• Contact parent</li> <li>• Incident and consequence documented in FACTS</li> <li>• Conference with school chaplain or counselor (as needed)</li> <li>• Detention or other consequence deemed appropriate by administration</li> </ul>

### Level 3

<b>Definition</b>	Behaviors that: Require <u>immediate</u> removal and/or require administration involvement
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Chronic/repeated level 2 behaviors</li> <li>• Fighting</li> <li>• Throwing classroom objects at others</li> <li>• Making racial, ethnic, religious, or sexual slurs</li> <li>• Possessing look alike weapons</li> <li>• Deliberate, malicious destruction of school property</li> <li>• Bullying, harassment, intimidation – repeated negative actions (electronic, verbal, or physical) against another student or adult</li> <li>• Assault of students or Inappropriate physical contact of any nature</li> <li>• Threatening statements or actions</li> <li>• Public displays of romantic affection – kissing, holding of hands, hugging, or other displays of romantic affection while on school property or during school sponsored functions.</li> <li>• Sexual harassment</li> <li>• Misuse or inappropriate use of school technology or internet</li> <li>• Forgery</li> <li>• Other offenses deemed appropriate by the administration</li> </ul>
<b>Consequence Framework</b>  (May include one or more of these consequences)	<ul style="list-style-type: none"> <li>• Immediate removal of student from situation</li> <li>• Inform student of expectation violated</li> <li>• Describe expected behavior</li> <li>• Conference with school chaplain or counselor</li> <li>• Contact parent</li> <li>• Incident and consequence documented in FACTS</li> <li>• 1-5 day suspension (in or out of school) or other consequence as deemed appropriate by administration</li> <li>• Student placed on Behavioral Probation</li> </ul>

### Level 4

<b>Definition</b>	Behaviors that: Require immediate removal and require administration and/or law enforcement involvement
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Repeated level 3 behaviors</li> <li>• Possessing weapons</li> <li>• Assault of staff</li> <li>• Use or possession of illegal drugs (including nicotine products) on school grounds or on/at school sponsored functions (ORC 2927.02)</li> <li>• Other offenses deemed appropriate by the administration</li> </ul>
<b>Consequence Framework</b>  (May include one or more of these consequences)	<ul style="list-style-type: none"> <li>• Immediate removal of student from situation</li> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Contact parent</li> <li>• Contact law enforcement</li> <li>• Incident and consequence are documented by administration in FACTS</li> <li>• Immediate expulsion of student</li> </ul>

## **Administrative Removal of Students**

Students may be suspended from school for up to five (5) days by the school administration. Suspensions may be “in school” or “out of school.” This is determined by the school administration.

The administration or classroom teacher may remove a student from the classroom or school activity without prior notice if the continued presence of the student poses a danger to other persons or to property or if the child is choosing to disrupt the educational process.

**When repeated offenses occur by the student, and/or there is a lack of cooperation on the part of the parent/guardian, the administration may place the student on probation. The probation period may be any length of time from two (2) weeks to nine (9) weeks (the length of a grading period). Probation is the same as notification of intent to remove a student from SCS. It may be given for academic or behavioral difficulties.**

A student may be expelled for conduct which violates the Summit Christian School Code of Conduct. Such expulsion is permanent. Expelled students may never reenroll at SCS.

The following procedures will be followed:

1. Both student and parents are given prior notice of the intent to expel and the reasons for the action.
2. If a student is removed on an emergency basis, the parent will be contacted immediately, and an explanation will be provided.

## **Appeal of Disciplinary Action**

If a parent/guardian wishes to appeal the disciplinary action taken with their child, a written appeal must be submitted to the head of school within seven (7) days of receiving notification of the disciplinary action. In all disciplinary situations, the head of school has the final word.

## **ANTI-HARRASSMENT, ANTI-INTIMIDATION, ANTI-BULLYING**

### **Introduction**

Although H.B. 276 requires only public school districts to establish an anti-harassment, anti-intimidation, and anti-bullying policy, Summit Christian School (SCS) recognizes the wisdom of including this type of policy and procedure within its bylaws. Therefore, the school voluntarily includes the following rules and guidelines for implementation by all board members, staff, contracted personnel, students, and volunteers. Although the state law refers specifically to students, the SCS anti-harassment, anti-intimidation and anti-bullying policy is inclusive of all stakeholders associated with SCS. Throughout the policy, the rules apply equally to all stakeholders of SCS, not just students.

### **Goal**

The goal of this policy is to provide an educational and work environment which is free of harassment of any type. It is the desire of Summit Christian School to establish a climate which fosters understanding of individual uniqueness, recognizes positive behavior, and promotes a spirit of teamwork/cooperation.

### **Definition**

According to section 3.1 of the Ohio Department of Education's Policy Model, harassment, intimidation, or bullying is defined as any intentional written, verbal, graphic, or physical act that a student, or group of students, exhibits toward another student(s) repeatedly and the behavior causes both:

- mental or physical harm to the student, and
- is sufficiently severe, persistent, or pervasive to create an environment that is intimidating, threatening or abusive for the other student.

This behavior may or may not be exhibited toward an individual because of race, color, sex, national origin, age, or disability. It could include, but is not limited, to name-calling, taunting, hazing, threatening, coercion, intimidating, stalking, sexual harassment, or bullying. This extends to cyber-bullying which uses any means of technology.

### **Application of Policy**

This policy applies to:

- all activities on school property,
- all activities off school property, but approved for student participation or sponsored by SCS,
- all activities that are related to SCS such as field trips, athletic, drama, speech events,
- behavior in-route to or from school, or
- behavior which uses SCS technology for transmission.

Note that aggressive behavior which takes place out of school, but which spills over in a disruptive manner at school may also be investigated with the possibility of disciplinary intervention.

## **Reporting**

It is important that students or adults report incidents of harassment, intimidation, or bullying **promptly** to a teacher or the administration of SCS. Any report of harassment, intimidation, or bullying needs to be documented on a “harassment, intimidation, or bullying” form (HIB form). Students or adults may request anonymity. If this is designated, the investigation may be restricted, and discussion with the perpetrator may or may not be possible. The request to remain anonymous may be rescinded within 10 days of submitting the HIB form.

Investigated and confirmed cases of harassment, intimidation, or bullying will be reported to the school board.

## **Miscellaneous Violations of Anti-Aggression Policy**

The staff, administration, or school board will also take appropriate steps to discipline anyone who:

- engages in retaliation against a person who has made a report or an allegation of harassment, intimidation, or bullying, or
- knowingly reports or files a false complaint of harassment, intimidation, or bullying.

## **Training and Prevention**

The SCS board, administration, and staff will actively engage in instruction and activities with the goal of eliminating forms of aggressive behavior and establishing a climate of respect and responsibility. To this end, SCS will seek to provide:

- open communication with students and parents,
- explanations to parents and students regarding student behavior expectations,
- in-service training for faculty and staff,
- strategies to help students to know what to do if they experience harassment, intimidation, or bullying.

The commitment of Summit Christian School is to review the implementation of the anti-harassment, anti-intimidation, anti-bullying policy and procedures annually.

## STUDENT DRESS CODE

### Daily Uniform

<b>ALL STUDENTS</b>	<b>Pants/Shorts</b>	Dockers style (no cargo pockets) shorts must be mid-thigh length or longer	navy or khaki
<b>ALL STUDENTS</b>	<b>Shirts</b>	long or short sleeve polo	navy, gray, or primary red
<b>ALL STUDENTS</b>	<b>Sweaters</b>	cardigan or pullover <i>Note: polo shirt must be worn under sweater</i>	navy, gray, primary red or white
<b>ALL STUDENTS</b>	<b>Fleece Jacket</b>	SCS logo fleece ONLY <i>Note: polo shirt must be worn under fleece</i>	
<b>ALL STUDENTS</b>	<b>Shoes</b>	running/athletic shoes boots sandals with straps or buckles dress shoes	NO FLIP FLOPS OR SLIDES heels not higher than 1"
<b>ALL STUDENTS</b>	<b>Socks</b>		navy, gray, primary red, white, or black
<b>ALL STUDENTS</b>	<b>Belts</b>	belts are recommended if pants have belt loops	black, brown, navy, gray, primary red or white
<b>GIRLS</b>	<b>Skirts</b>	3 <sup>rd</sup> –8 <sup>th</sup> only skirts must be mid-thigh length or longer	khaki or navy
<b>GIRLS</b>	<b>Jumper</b>	Kindergarten – 2 <sup>nd</sup> only must be mid-thigh length or longer <i>Note: polo shirt must be worn under jumper</i>	khaki or navy
<b>GIRLS</b>	<b>Leggings/Tights</b>	can be worn only under skirt/jumper capris or ankle length	navy, gray, primary red or white are recommended

### Miscellaneous Guidelines:

- Students in grades 5-8 are required to wear an official SCS gym shirt and plain navy loose fitting shorts that are mid-thigh or longer for PE class. Students are **not permitted** to wear form-fitting shorts (e.g., spandex bike shorts). Students are also strongly encouraged to bring deodorant.
- Hair must be natural in color, well groomed, and not a distraction.
- Headbands must be 2-inches or less (high or wide).
- Students may not wear hats or other head coverings during the school day, except for during recess. (unless prior approval is given from administration)
- Make-up may only be worn by female students in 6<sup>th</sup> – 8<sup>th</sup> grade and must be light and tasteful.

- Female students may wear nail polish if they so choose. Female students in K-5<sup>th</sup> grade must keep their nails neatly trimmed. Only female students in 6<sup>th</sup>-8<sup>th</sup> grade may wear artificial nails. All students' fingernails (boys and girls) must not be a distraction, hinder learning, or pose a safety concern.
- K-5<sup>th</sup> grade students may wear post earrings only. 6<sup>th</sup> – 8<sup>th</sup> students may wear simple, dangling earrings.
- Uniforms must be clean, free from holes/excessive wear, and fit the student properly (not excessively tight or baggy).
- Weather and common sense should dictate when shorts will be worn to school.
- Students may wear undershirts; however, the undershirts must follow the shirt color guidelines and are NOT to show from under the polo shirt sleeves.
- Winter boots may only be worn to and from school and at recess time. Students must bring regular shoes to change into for class time.
- Students may only wear official SCS Spirit Wear on Fridays with their uniform pants, shorts, skirt, or jumper. The only exception is the *limited-edition* hoodie which may be worn any day with uniform pants, shorts, skirts, or jumpers.

### **Dress Your Own Way Day**

On the last Friday of every month, students and staff enjoy a Dress Your Own Way Day (DYOWD). In order to participate, students and staff give a minimum donation of \$1.00. All are welcome to donate more if they feel led to do so. The money collected on DYOWDs is then used to be a blessing to missionaries who speak at chapel services, families in need, special missions, etc. Those who participate are permitted to dress in their regular street clothes rather than their daily uniforms.

On the days when our students are rewarded with a DYOWD, the following guidelines must be followed:

- No worldly logos, words, or pictures
- All clothing must be politically/socially neutral (not representing any political party or social agenda).
- No tears/holes
- Shorts, dresses, skirts shorts must be mid-thigh length or longer
- Not excessively tight or baggy clothing
- No flip flops, slides, or dress shoes with heels in excess of 1"
- No tank tops
- No hats, head coverings, or headbands wider or higher than 2"
- Elementary students may wear leggings, yoga pants, or sweatpants.
- Middle school students are not permitted to wear leggings or yoga pants.
- Rules of modesty are a must.



## HEALTH GUIDELINES

### **Immunization and Immunization Exemptions**

State law requires that children enrolling at Summit Christian School must have received the following immunizations:

- Four (4) immunizations against diphtheria, tetanus, and whooping cough (DPT)
- Three (3) immunizations against polio
- Two (2) immunizations against measles/mumps/rubella (MMR)
- Three (3) doses of hepatitis B vaccine
- A tuberculin skin test to determine if child has been exposed to tuberculosis is highly recommended, but not required.

According to state law, students entering 7<sup>th</sup> grade are required to receive one (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine.

Parent(s) who wish to have their children exempt from receiving one (1) or more of the immunizations listed above, must complete a State of Ohio Legal Immunization Exemption form. Immunization Exemption forms are available from the school nurse. A new exemption form is required to be submitted each school year.

**By law, students must have on file either a completed immunization record or a completed immunization exemption form by the 15<sup>th</sup> day of the school year. If the immunization record is incomplete, an exemption form must be filled out for any missing immunizations. State law states that students who have not met these requirements by the 15<sup>th</sup> day of school must be excluded from attending school.**

### **Fever and Vomiting Protocol**

If a student develops a fever of 100 degrees or higher, he/she may not attend class until their temperature remains under 100 degrees without the aid of medication for 24 hours.

If a student vomits, regardless of the presence of a fever, he/she is not permitted to attend class until 24 hours after the last vomiting event.

**If a student has a fever or has vomited while at school, they must be picked up from school within an hour to avoid the spread of disease.**

### **Communicable Diseases**

If students exhibit symptoms of a communicable disease, parents will be called to take them home or to seek medical care. Students will stay in the school clinic until parents arrive. The school nurse will communicate pertinent information related to the suspected condition with parents. If a child receives a confirmed diagnosis of a communicable disease from a physician, SCS will refer to ODH guidelines regarding notification of classmates' families and exclusion/readmittance to school.

## **Medications**

For the safety of all students, faculty, and staff: **All medications, prescription or over-the-counter must be kept in the school office during the school day. This includes cough drops, antacids, ointments, and other non-prescription medications.**

The school will administer necessary medications, prescription or over-the-counter, to students under the following conditions:

- Parents have completed the Administration of Medication form.
- Prescription medications must be brought to school in the original containers as they come from the pharmacy with the student's name on the prescription label.
- Over-the-counter medications must be brought to the school in the original packaging labeled with the student's name. An over-the-counter medication form must be completed.
- Any paraphernalia needed to administer the medication must be provided by the parents.

## **Allergies**

If your student has food allergies, please notify the meal coordinator and your child's teachers at the beginning of the school year in addition to filling out the pink Medical Information Form. Parents are responsible to send in alternative lunch/snack/class party/field trip food that is safe for your child as needed. (Please see Medication Policy for information regarding EpiPens or other allergy medication.)

Although school staff will do our best to protect your child from harm, occasional accidents may happen. Should an accident occur, parents will be notified as soon as possible, and emergency care will be sought as indicated.

## **Injuries**

Parents will be notified via an Accident Report Form and/or a phone call of minor injuries sustained during the school day. SCS will call parents immediately regarding any serious injury. First aid will be provided, and emergency care (911) will be pursued as indicated.

## **Feminine Hygiene**

Female students who have started their menstrual cycle must provide their own feminine hygiene supplies. If your daughter requires medication for cramps, the protocol for prescription or over-the-counter medications must be followed.

## **Sanitation Protocol**

Teachers and children are expected to wash their hands with soap after using the restroom and before preparing or eating food. Common surfaces are disinfected daily. Toys and other materials in the classroom are washed frequently. Restrooms and floors are cleaned and disinfected regularly.

## **Vision and Hearing**

Summit Christian School will provide vision and hearing screening for all students on a rotating basis. When a problem is suspected, a referral will be sent to the parents. Counsel and follow-up will also be provided.

## **Medical Exemptions**

Requests for medical exemptions from any class or activity must be dated, submitted to the head of school, and accompanied by a doctor's note with the duration of the exemption noted. Long-term exemptions must be updated annually.

## Suicide Prevention Policy

Summit Christian School will follow the *Suicide Prevention Protocol* as designed by Dr. Kelly Posner from the New York State Psychiatric Institute at Columbia University. All faculty and staff members will be trained to use this protocol.

If a student communicates a suicidal threat, the faculty/staff member will either administer the *Columbia-Suicide Severity Rating Scale Screener* or contact an administrator or school counselor to administer the *Columbia-Suicide Severity Rating Scale Screener*. Upon communicating a suicidal threat, the student should never be left alone until his/her risk level has been assessed utilizing the *Columbia-Suicide Severity Rating Scale Screener* or by using a full risk assessment given by the school counselor using the following protocols:

- If a student receives a score of 1 or 2, the risk level is determined low.
  - The student will complete the *Self-Harm/Suicide Contract*.
  - The student may return to class.
  - The faculty/staff member will contact the student's parent via phone and make a record in Renweb under the Parent Teacher Contact tab.
  
- If the student receives a score of 3 or 4, the risk level is elevated.
  - The student will be referred to a school counselor for a full risk assessment.
  - The student will complete the *Self-Harm/Suicide Contract*.
  - The school counselor will contact the student's parent via phone and make a record in Renweb under the Parent Teacher Contact tab.
  - Students who are determined to have an elevated risk of suicidal behavior will be required to meet regularly with a school counselor or show evidence of meeting regularly with an outside licensed mental health professional until the risk has diminished.
  - The school counselor will determine if the student is fit to return to class or should go home for the rest of the day.
  
- If the student receives a score of 5 or 6, the risk level is high.
  - The school counselor will perform a full risk assessment, and notify the parent via phone and make a record in Renweb under the Parent Teacher Contact tab.
  - The student will be removed from the general population and will be monitored by an adult in a safe, secure, predetermined location.
  - The student will complete the *Self-Harm/Suicide Contract* once returning to school.
  - The parent will pick up the student within an hour to transition the student to Emergency Department Care. If the parent does not pick up the student within an hour, SCS will call 911 to transport the student to Emergency Department Care.
  - The student will not be allowed to return to school until cleared by a licensed mental health/medical professional.

- Once the student is cleared to return to school the student will be required to meet regularly with a school counselor or show evidence of meeting regularly with an outside licensed mental health professional until the risk has diminished.
- If a student is found to be attempting suicide,
  - SCS will call 911 immediately.
  - The student's parents will also be notified.
  - The student will not be allowed to return to school until cleared by a licensed mental health professional.
  - The student will complete the *Self-Harm/Suicide Contract* once returning to school.
  - Once the student is cleared to return to school the student will be required to meet regularly with a school counselor or show evidence of meeting regularly with an outside licensed mental health/medical professional until the risk has diminished.

\* An excused absence will be recorded for students who are absent from school due to mental health treatment for suicidal behavior.

## **WELLNESS POLICY**

### **Promotion of Wellness**

The SCS Wellness Committee, composed of the administration, the lunch program coordinator, and physical education teacher, will promote the importance of personal wellness to students and families of SCS. The methods for promotion will include, but are not limited to, flyers, in-class discussions and lessons, and family events. Our goal is to help students and their families understand proper nutrition and physical activity practice for optimal living.

### **Goals**

- Every student will have access to nutritional balanced meals and beverages (according to USDA standards for child nutrition) every day.
- Every student will have an opportunity for a minimum of 20 minutes of physical activity each day while at school.
- Every student will be educated in the importance of proper nutrition and physical activity.
- All classrooms will encourage healthy snacks and food rewards provided during the school day, including at classroom parties.

### **Marketing of Food and Beverages**

The marketing of food and beverages will be limited to those food items that meet the USDA standards for child nutrition. Other food and beverage items will not intentionally be marketed to students or their families.

### **Evaluation and Review**

The application and effectiveness of the Wellness Policy will be evaluated by the administration.

The SCS Wellness Policy will be reviewed every three (3) years by the Wellness Committee and interested faculty and SCS families. During the review, the following criteria will be assessed:

- Compliance with the wellness policy
- How the wellness policy compares to the model wellness policies
- Progress made in attaining the goals of this wellness policy.

Updates to the policy will be made known to the school body via The Signal and the Student/Parent Handbook.

## **MEAL SERVICE**

### **Lunch**

SCS participates in the National School Lunch Program. The price per meal is \$3.50. Students will order lunch on a month-by-month basis. Students who purchase reduced price or full price meals must purchase a pre-paid card.

Beverages sold during meal services and after care include white and chocolate milk. Snacks are available for purchase only during aftercare. The cost is \$.50 per item. A pre-paid milk/snack card, good for 20 items, can also be purchased from the school secretary for \$10.00. Some parents find this more convenient.

Oops! Forgot my lunch! So, what is the solution? Luke 3:11 "The man with two tunics should share with him who has none, and the one who has food should do the same." If a child has forgotten their lunch, they will be permitted to charge a school lunch. Lunch charges will be applied to the student's account and an invoice will be sent to the parent/guardian.

Due to allergies and dietary concerns, students are not permitted to share any portion of their packed meals with another student.

In addition, we will encourage students who have not finished their packed lunch to take their leftovers home.

### **Breakfast**

Breakfast is also available in the mornings from 7:20 – 7:45 a.m. Students will order breakfast on a month-by-month basis. The cost per breakfast meal is \$2.50. Students who purchase reduced price or full price meals will have to purchase a pre-paid card.

### **Free and Reduced-Price Meals**

Families who meet specific household income may be eligible to receive meals free or at a reduced price. Applications for "Free" or "Reduced Price" meals are available from and submitted to the lunch program coordinator. Please allow a minimum of two (2) weeks for processing.

## **MISCELLANEOUS INFORMATION**

### **Tuition**

Tuition payments for all students are divided over 12 months. Payments are due the first day of each month beginning July 1, with the last payment due on June 1. If payment is not made by the 8th day of the month, a \$35.00 late charge will be imposed and added to the account. If payment in full is not received by the last day of the same month, the student will not be permitted to attend class until payment is made in full and the account made current.

Tuition is not prorated for calamity days.

If you wish to communicate a special financial situation and request an extension on tuition due, it must be submitted in writing to the school board. The school board is the only authority in granting extension of payment.

It is the desire of the school board to work with families that experience unforeseen financial problems. Communication from the parents is the first and minimum requirement in working out an acceptable payment plan. Once an extension agreement is granted, payments must be made in full and on time. The board reserves the right to use a third-party collection agency to collect past due accounts.

Families who have a child on an Ed Choice Scholarship or Ed Choice Expansion Scholarship are required to come into the school monthly throughout the school year to sign tuition checks. These checks are the tuition payments for the student and must be signed within one week of notification of the checks' arrival at the school. Failure to sign a student's Ed Choice check will result in the exclusion of the student from class until the check has been signed. SCS does offer an option for you to sign a Limited Power of Attorney. The Limited Power of Attorney will allow SCS to only process the tuition checks without you coming into the school to sign.

Students who have an unresolved past due balance may be dismissed from or jeopardized their eligibility for reenrollment at SCS.

### **Student Fundraising**

Students may only conduct individual fundraising if they are representing established organizations (scouts, charitable foundations, athletic teams, etc.) and have the permission of SCS administration. Students may not solicit faculty and staff directly, but they may post order information in the office. Distribution of goods is the sole responsibility of the student and/or parent. Students may not conduct individual fundraising for personal gain (e.g., overnight, or weeklong field trips) unless it is done so as part of an SCS organized fundraiser.



## **Personal Technology**

Cell phones, tablets, fitness technology, and other personal technology may be brought to school **AT THE STUDENT'S OWN RISK**. SCS is not responsible for personal technology that is lost, stolen, or damaged. While at school all personal technology must be **turned off, kept in the student's book bag, and in their locker for the duration of the school day**. If this expectation is not followed, the student will incur a consequence. If there is a legitimate reason for a student to make a call, the staff can give permission for the student to use their cell phone or allow them to use the school phone.

## **Parent Conferences, Visits, and Communication**

To maintain a safe, orderly, and consistent climate for learning, the presence of persons other than contracted and volunteer school staff in the school building is discouraged during regular school hours. If parents need to speak with a teacher, they may call the school office or contact the teacher to schedule a conference.

Upon entering the building, parents and visitors must check in at the school office. This is pursuant to the Ohio Revised Code. All visitors will have their ID scanned by our Raptor Technology device.

SCS expects a partnership with parents. Stability is given when there is a partnership between home, the school, and the church. Often, the lack of communication is at the center of misunderstandings. Communication between staff and parents is expected to be polite and respectful. At SCS, we expect all individuals to follow the principles for biblical communications (Matthew 18) when resolving issues or registering a complaint. It is to begin with the school individual directly involved in the situation (usually the teacher), then the principal(s), the head of school, and lastly the board of education.

If a parent's communication is harsh or abrasive, the child's enrollment at SCS could be jeopardized. Parental disputes that become disruptive to the child's wellbeing or the school may be cause for the child to be dismissed from SCS. If a dispute between a parent/guardian and the school cannot be resolved, it is best that the partnership be dissolved, and the family find a new school for their child.

Only policy may be appealed to the SCS Board of Education. Individual discipline decisions are not eligible for appeal.

## **Change of Contact or Address Information**

It is extremely important that we have the most current, viable contact and address information on file in the school office for the purposes of emergency and regular communication. In the event that a student and his/her family changes contact (phone and/or email) or address information, the school office must be notified as soon as possible. A change of information form is available upon request.

## **Volunteers**

There are many opportunities for volunteering at SCS during the day and at home. For the protection of all students, Summit Christian School, at its sole discretion, reserves the right to approve or disapprove of any person wishing to volunteer at or for the school. Every adult 18 years or older who desires to volunteer at Summit Christian School in any capacity must submit to a background check prior to beginning volunteer service of any kind. Please contact the office if you are willing to serve with us.

## **Recess**

Students have recess time every day. Recess will be held outside unless the temperature is below 25 degrees F (with windchill) or inclement. Parents must ensure that their children are appropriately dressed for the weather so that this time of recreation can be enjoyable. When there is snow on the ground, students will only be permitted to play in the snow if they bring **and** wear proper clothing (snow pants, boots, winter coat, hat, and gloves).

The instances when a student will be permitted to stay in during recess time are few, however if the child has a physician diagnosed condition that prohibits him/her from going outdoors for recess, a signed physician's note stating the duration of the restriction must be on file in the office.

## **Guidance and Student Counseling Services**

Guidance and student counseling services may be provided by a certified, licensed counselor on staff. If the classroom teacher or parent/guardian believes counseling would be beneficial to the student, a referral can be made to the counselor. Parents will also be notified if short term counseling is needed. School counseling is intended to help students navigate their school day or minor crises. If the school counselor suspects a student has a significant mental health concern, the counselor will inform the parents and provide a referral to meet with a licensed professional counselor.

## **FACTS**

FACTS is the school management program for many facets of SCS, including grades, attendance, and discipline.

ParentsWeb is a function of FACTS that allows parents and guardians to access lesson information as well as their child's grades and behavior report. All parents are highly encouraged to log into ParentsWeb regularly.

## **Release of Student Information**

Student information and records are only released to the custodial parents. For student information and/or records to be released to anyone other than the custodial parents a Release of Records form must be filled out, signed by the custodial parent(s), and submitted to the school office a minimum of two (2) business days prior to releasing the information. The exception to this is formal requests from public or private schools.

## **Events Calendar**

The SCS Events Calendar is available on our website and in the school office. A copy is sent to families with supply lists.

## **Birthday Celebrations**

All treats sent to school for a student's birthday are expected to be simple, individually pre-portioned (preferably pre-packaged), and require NO utensils. No more than 15 minutes of class time will be used for enjoying birthday treats so it is important that these guidelines be followed. Parents are not permitted to join the class when the treats are shared.

For birthday celebrations outside of school, invitations may be distributed at school to classmates if all the students in the class receive invitations or the entirety of one gender in the class receives invitations. Any exclusive invitations are expected to be distributed outside of school.

## **Fines for Damaged or Lost Materials**

Any school issued materials (planners, books, ID cards/lanyards, technology devices, etc.) that are lost and/or damaged beyond repair will incur a fine for replacement. Damaged materials that can be repaired will incur a fine for the cost of the repairs.

## **School Day Cancellations**

On days when weather or other circumstances threaten the well-being of students or significantly impedes safe, effective learning, school will be canceled. As soon as the decision to cancel school has been made, we will notify families via One Call Now (our system for sending mass messages) and our Facebook page. We will also notify major TV stations in our area. These networks provide on-line and on-air/on-screen updates.

## **SCS Board of Education**

Members of the SCS Board of Education may consist of former and/or current parents, community leaders, and educational professionals. All board members must be born-again believers and members in good standing of a local Christian congregation. School administrators and a teacher representative serve the school board as non-voting members. For a current list of SCS board members, please contact the school office.

## **Student/Parent Handbook Acknowledgement**

We thank you and give praise to the Lord for the partnership we share, and we look forward to a fruitful year! To that end, at least one parent/guardian must confirm that this handbook has been read, understood, and will be supported by all parties associated with Summit Christian School students.

The acknowledgement signature page (orange) is located with the other enrollment documents. Please sign and return the form when completing your enrollment process.

