



SUMMIT  
CHRISTIAN  
SCHOOL

# Student/Parent Handbook

*Summit Christian School is an equal opportunity employer and provider. The school will not discriminate on the basis of 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 you 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 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. in the Scripture of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings and that they are the supreme and final authority in faith and life. II Timothy 3:16,
2. in one God, eternally existing in Three Persons -- Father, Son, and Holy Spirit,
3. that Jesus Christ was begotten by the Holy Spirit, and born of the Virgin Mary and is true God and Man,
4. that man was created in the image of God, that he sinned and thereby incurred, not only physical death, but spiritual death, which is separation from God, and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed,
5. that the Lord Jesus Christ died for our sins according to the scriptures, as a representative substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood,
6. in the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present life there for us as High Priest and Advocate,
7. in "that blessed hope", the personal and imminent return of our Lord and Savior, Jesus Christ,
8. that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God, and
9. In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

## **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 ground work 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 parent 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 on the basis of 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 children with learning disabilities, autism spectrum disorders, and/or physical challenges who have an Individual Education Plan (IEP) or 504 service plan should strongly consider if Summit Christian School is the best placement for their child. Summit Christian School does not service IEPs or 504 service 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 September 30th.
2. First grade students must be six on or before September 30th.

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 he is applying to for admission.

### **Student Transfer or Withdrawal**

If a parent desires to withdrawal their student before the end of the school year, the parent/guardian must communicate that desire in writing to the principal, 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.

Students on Ed Choice Scholarships or Ed Choice Expansion Scholarships may have their scholarship transferred to their new school provided the school accepts the scholarships.

### **PARENT MEETING**

The partnership between school and home is essential for student success. At the beginning of the school year, as part of our "back-to-school" night, we hold a parent meeting. The parent meeting is mandatory for all new families and highly recommended for returning families. The purpose of this session is to:

- Distribute the current Student/Parent Handbook
- Establish channels of communication necessary between school staff and parents
- Share opportunities that parents/families can partner with the school
- Update parents and students on new developments
- Introduce SCS faculty
- Understand necessary expectations and procedures
- Take care of final preparations concerning uniforms, meal program applications, medical documents, transportation details, 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 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 of 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-5<sup>th</sup> Bible, ABeka  
6<sup>th</sup> – 8<sup>th</sup> Bible, Visual Theology and the New City Catechism

### **English Language Arts**

Kindergarten Starfall  
1<sup>st</sup> – 6<sup>th</sup> McGraw-Hill Wonders  
7<sup>th</sup> – 8<sup>th</sup> Glencoe Language Arts (McGraw-Hill)

### **Math**

Kindergarten – 5<sup>th</sup> McGraw-Hill My Math  
6<sup>th</sup> – 8<sup>th</sup> Glencoe Math (McGraw Hill)

### **Science**

Kindergarten Starfall, teacher created curriculum  
1<sup>st</sup> -8<sup>th</sup> Houghton Mifflin Harcourt Science Fusion

### **Social Studies/history**

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

### **Handwriting/Penmanship**

Kindergarten Starfall  
1st – 4th Zaner-Blosser

## **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	70-71% 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 distributed to the students on the Friday following the end of each grading period. See the school calendar for the exact dates.

### **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.

Students in grades 3-8 are required 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 communicate to the parents.

Students who are determined to be “Not On Track” will be placed on a Reading Improvement and Monitoring Plan (RIMP), which will outline the extra supports, tutoring services, and home strategies that will be implemented to aid the student in reaching “On Track” status.

### **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 final quarter of the academic year, a committee will be formed to determine retention. The committee will include the principal, assistant principal, classroom teacher, one other teacher or tutor, 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.

At Summit Christian School, we want homework to have specific purposes. With this in mind, the following suggestions should serve as guidelines for teachers to:

- Use homework to reinforce new lessons or review material that needs further mastery.
- Individualize the assignments whenever necessary. Everyone in the class may not need to review the same material.
- Make the assignments as creative and interesting as possible. Some middle school assignments may be a joint endeavor of several classes.
- Make assignments short in length and focused. 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.
- NEVER give homework as a punishment.
- Remember that 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.
- Be mindful of giving homework on concert or open house nights.

## **Computers**

Summit Christian School is equipped with classroom computers and multiple computer labs. Students will utilize the computers as a resource for learning content. The school board and administration have made a commitment to provide the necessary hardware and software to enable all students to acquire acceptable computer literacy.

Computers are used in everyday life. Our goal is to guide students towards a solid foundation in keyboarding, as well as various computer applications, by the time our students complete middle school.

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.

## **SCHOOL ATTENDANCE**

### **Attendance**

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 telephone the office, the parents should send a written excuse with their child, stating the day's absence and the reason. Unverified absence will result in the absence being unexcused, with no credit for the day, and may result in disciplinary action.

Students are permitted to make-up school work missed during their absence. The student may have the number of class days missed, plus one, to complete missed work. For example, if a student misses 3 days of school, he/she will have 3 days plus one more (4 days) to complete the missed work. The work is then due on the following day (the 5<sup>th</sup> day for the 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 30 days absence for a year is allowed. Students exceeding this limit may lose credit for the school year. 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 or early dismissal 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. Appointments, which require students to miss class time, are recorded as early dismissal or partial absence according to the time missed.

Though we realize an educational value in travel, the school does not encourage the practice of taking students out of school for vacations. Therefore, if certain circumstances make this necessary, a written request from the parent/guardian must be submitted to the administrator and approved 5 days prior to the scheduled vacation. Our goal is to ensure the continuing educational process even when students are absent. In so far as is possible, class assignment will be given to the students either prior to the departure or for completion while they are absent. Students are responsible for all work missed during their absence. If the office is not notified, class work that is missed may not be made up. The days missed will count toward the 30 day maximum as stated in the attendance requirements.

## **Reporting Absences**

When a child is sick or must be absent from school, the parent must call the school

office before 9:30 a.m. on the day of the absence to report the reason for the absence. Please be sure to give the child's name and grade and/or teacher's name. If a parent is unable to call the school office, a note explaining the absence and the dates absent should be sent in with the student upon return 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 insuring that your child is consistently on time for school. Please do not subject your student to discipline because of parental factors.

Students who are tardy 12 days prior to February 1 will forfeit their opportunity for early reenrollment. The only have opportunity to reenroll 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.

For the purpose of awards, perfect attendance is interpreted as no absences and only one tardy/early dismissal in a grading period.

### **TRANSPORTATION**

Summit Christian School is approved for public school bussing to and from school. Parents must apply for bussing with their child's public school district in order 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. 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.

## ARRIVAL AND DISMISSAL

### **Arrival**

The school day begins at 8:10 a.m. The school day ends at 2:55 p.m. for all students. This means that students should be in their seats prepared for the day at 8:10 am. Time should be allowed for a child to go to their locker prior to the tardy bell. Therefore, it is suggested that students arrive **no later than 8:00 a.m.**

Students who arrive prior to 8:00 a.m. will report to the gym for early care or the cafeteria for breakfast. **At no time are students permitted to wander the building.**

Students arriving after the designated school starting time must go directly to the school office for an admittance slip before going to their classroom teacher.

Parents of students in 1<sup>st</sup> – 8<sup>th</sup> grades are only permitted to walk student 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 2p.m.

Students who do not use public school busses for transportation home from school will be dismissed to parents beginning at 2:55 p.m. and ending at 3:05 p.m. Parents must come to the front entrance to pick up their child via the circle drive in the front parking lot of the school. To pick up your child in the circle, simply pull into the circle drive, display your school issued name card, and wait for a middle school student to escort your child to your car. **Please do not leave your car during dismissal.** If you have business to do within the school after school hours, either you must pick up your child in the circle and park in front of the building 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 a stranger to school staff without prior notification from you.

## 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. first check in at the front desk, then report directly to the gym or cafeteria. Under no circumstances are they allowed to go first to the restroom or any other part of the building. After checking in with the early care monitors, permission may be given to go to the restroom or elsewhere as necessary. Students will not have access to their lockers or classrooms during this time. 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.

There is no charge for early care.

### **After Care**

After care hours -- 3:10 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 3:05pm will automatically be included in the after school care program and will be charged for this service. The after care 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.

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 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 Rd 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 after care program. Snacks and beverages are also available for purchase during aftercare only. The cost is \$.50 per item. A "milk/snack card", good for 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 avoid bringing in combative-type toys, as this tends to incite rough and inappropriate play.

Students in after care 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 and is not picked up at the designated time, the student will go to aftercare until parent comes to pick the child up. A charge for the use of after care 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 those 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 given detention, suspended or expelled, depending on the offense.

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. 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.

Any level 3 offenses will earn the student Behavioral Probation (**BP**) that 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



consistent correction to the inappropriate behavior of concern. If there is no noticeable change at the end of the established **BP**, the parents will be asked to withdraw the student from SCS immediately.

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 or willful 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</b> significantly violate the rights of others or cause a safety issue
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Dress code violations</li> <li>• Running in the hallway or classroom</li> <li>• Getting out of seat without permission</li> <li>• Leaving the classroom without permission</li> <li>• Refusing to do work</li> <li>• Making inappropriate noises</li> <li>• Public Displays of Affection – kissing, holding of hands, hugging or other displays of affection while on school property or during school sponsored functions.</li> <li>• Other offenses deemed appropriate by teacher</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Inform student of rule violated and change their behavior when color</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 and consequence may be documented in Renweb</li> <li>• Detention assigned by teacher</li> </ul>

### Level 2

<b>Definition</b>	Behaviors that: Significantly 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 teacher or other authority/talking back</li> </ul>

	<ul style="list-style-type: none"> <li>• Disrespectful attitude</li> <li>• Foul language</li> <li>• Claiming work as own when it has been copied, plagiarized</li> <li>• Cheating</li> <li>• Lying</li> <li>• Theft</li> <li>• Use of cell phone or other electronic device during the school day – taking pictures or videos, texting, calling, etc. during the school day</li> <li>• Bullying, harassment, intimidation – repeated negative actions (electronic, verbal, or physical) against another student or adult</li> <li>• Other offenses deemed appropriate by the administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Inform student of rule violated and change their behavior wheel color</li> <li>• Describe expected behavior</li> <li>• Removal of student from situation</li> <li>• Contact parent</li> <li>• Incident and consequence documented in Renweb</li> <li>• Conference with school chaplain (as needed)</li> <li>• Detention, In School Suspension, or other consequences deemed appropriate and assigned by the principal</li> </ul>

### Level 3

<b>Definition</b>	Behaviors that: Require immediate removal, are chronic level 2 behaviors, and/or require administration involvement
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• 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>• Assault of students</li> <li>• Misuse or inappropriate use of school technology or internet</li> <li>• Forgery</li> <li>• Inappropriate physical contact of any nature</li> <li>• Other offenses deemed appropriate by the administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Immediate removal of student from situation</li> <li>• Inform student of rule violated and change behavior wheel color</li> <li>• Describe expected behavior</li> <li>• Conference with school chaplain (as needed)</li> <li>• Contact parent</li> <li>• Incident and consequence documented in Renweb</li> <li>• 1-5 days of Out of School Suspension</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 on school grounds or on/at school sponsored functions</li> <li>• Other offenses deemed appropriate by the administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<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>• Conference with school chaplain</li> <li>• Contact parent</li> <li>• Contact law enforcement (as appropriate)</li> <li>• Incident and consequence are documented by administration in Renweb</li> <li>• Immediate expulsion of student</li> </ul>

### Administrative Removal of Students

Students may be suspended from school for up to five 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 weeks to nine 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 behavior 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.

## **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 student, 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:

- caused 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 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 student 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 a harassment, intimidation, or bullying situation.

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 (no fleece)	navy, gray, primary red or white
<b>ALL STUDENTS</b>	<b>Fleece Jacket</b>	SCS logo fleece ONLY	
<b>ALL STUDENTS</b>	<b>Shoes</b>	running/athletic shoes boots ( <b>solid color only</b> ) sandals with straps or buckles dress shoes	NO FLIP FLOPS 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>	wrap around style only for 3 <sup>rd</sup> –8 <sup>th</sup> only must not be shorter than top of knee	SCS plaid only
<b>GIRLS</b>	<b>Jumper</b>	kindergarten – 2 <sup>nd</sup> only must not be shorter than top of knee	SCS plaid only
<b>GIRLS</b>	<b>Leggings/Tights</b>	can be worn only under skirt/jumper capri or ankle length	navy, gray, primary red or white

### Miscellaneous Guidelines:

- Hair must be natural in color, well groomed, and not a distraction.
- Make-up can only be worn by female students in 6<sup>th</sup> – 8<sup>th</sup> grade and must be

light/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' (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.

### **“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
- No tears/holes
- Shorts must reach mid-thigh, dresses/skirts must reach the top of the knee
- Not excessively tight or baggy clothing
- No flip flops or dress shoes with heels in excess of 1”
- No tank tops
- Rules of modesty are a must

## **HEALTH GUIDELINES**

### **Immunization**

State law requires that children entering school for the first time to be immunized as follows:

- Four (4) immunizations against diphtheria, tetanus, and whooping cough (DPT)

- Hepatitis B vaccine
- 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.

**By law, children must be excluded from school if they do not meet these requirements or have on record in the school office a parent-signed waiver.**

### **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.

### **Communicable Diseases**

Symptoms of concern:

- Conjunctivitis
- untreated infected skin patches
- unusually dark urine and/or gray or white stool
- stiff neck
- evidence of lice, scabies, or other parasitic infection

The children with any of the above symptoms will be removed from contact with other children and taken to a designated area of isolation. A staff member will supervise the child until the parent or guardian arrives. Information regarding communicable diseases and treatment of injuries is posted in the office.

Staff members with any sign of communicable disease will follow the same procedure of isolating themselves from students and will remain away from school until such time that the disease is not contagious.

When a child has a diagnosed communicable disease (for example, chicken pox or lice), other parents will be notified by school newsletter while protecting the identity of the child with the condition. The child will be readmitted to school when all symptoms of this illness are absent or with a written statement from the child's doctor that the condition is no longer contagious.

### **Medications**

The school will administer necessary medications to students in compliance with SB-262. Parents must complete the Administration of Medication form. Once the form is received by the school office, medications can be administered by authorized personnel.

All medications administered to students must be brought to school in the original containers as it comes from the pharmacy.



## **Sanitation Protocol**

Teachers and children are expected to wash their hands with soap after using the restroom and before preparing or eating food. The tables are washed with disinfectant 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.

## **WELLNESS POLICY**

### **Promotion of Wellness**

The SCS Wellness Committee, comprised of the administration, 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 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 limit the amount of unhealthy 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

## **MEAL SERVICE**

### **Lunch**

SCS participates in the National School Lunch Program. The price per meal is \$3.50. Students must order their lunch the day prior to purchasing and receiving the meal. When possible, it is wise for the student/family to plan a week or so ahead so that meals will not be missed.

Beverages sold during meal services and after care include white milk, chocolate milk, and orange juice. 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's 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." With this in mind, SCS will not allow the trading of lunch box items except in the event that a child has genuinely lost or forgotten his lunch. The teacher will ask if anyone with plenty would be willing to share with the one who has none. The alternative option is to allow the child to charge a school lunch, provided there are enough meals. Lunch charges are expected to be paid the day after the charge is made. Students will not be permitted to charge again until the balance has been satisfied.

In addition, we will encourage students who have not finished their packed lunch to take their leftovers home. Uneaten portions will be returned to the lunch box so parents will know what is and is not being eaten.

### **Breakfast**

Breakfast is also available for purchase in the mornings from 7:20 – 7:40 am. Students must order their breakfast the day prior to purchase. The cost per breakfast meal is \$2.50.

### **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 will be due on the first day of each month beginning June 1. If payment is not made by the 8th 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.

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 and received by the monthly meeting (the third Thursday of each month). 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. Summit Christian School must act as a responsible fiscal agent in order to meet the financial obligations to staff and creditors. The school never wants to risk the opportunity for continued educational ministry because of poor business practices.

Families who have a child on an Ed Choice Scholarship or Ed Choice Expansion Scholarship are required to come into the school at three (3) times through 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.

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

### **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 and kept in the student's book bag, in their locker, for the duration of the school day**. If a student does not follow this rule, the technology will be taken and kept in the office for a minimum of one week. 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**

In order to maintain a safe, orderly, and consistent climate for learning, no persons other than contracted and volunteer school staff should be in the school during regular school hours. If parents need a conference with the teacher, they may call the school office and arrange one or contact the teacher via email, voice mail, or note in the planner.

Upon entering the building, parents and visitors must check in at the school office. This is pursuant to the Ohio Revised Code. Please avoid unnecessary classroom interruptions.

The SCS staff welcomes 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 should be direct but tactful. 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 SCS principal, and lastly the SCS Board of Education. 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.

## **Extracurricular Activities**

Extra-curricular opportunities are available but may differ from year to year. Some of those activities may include skiing, soccer, basketball, flag football, golf, little league baseball, running club, First Lego League, and vocal and/or instrumental music lessons.

## **Recess**

Students have recess time every day. Recess will be held outside unless the temperature is below 20 degrees F (with wind chill) or inclement. Parents must ensure

that their children are appropriately dressed for the weather so that this time of recreation can be enjoyable.

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 administration or the school chaplain. However, SCS does not have a certified, licensed counselor on staff. In the event that the classroom teacher believes counseling would be beneficial to the student, a referral will be made to the administration. Parents will also be notified if a referral is made and kept informed of the progress of their child. If counseling at an outside agency is recommended, a consultation with parents will be scheduled.

Summit Christian School has a certified counselor licensed by the State of Ohio on the staff. In the event that the classroom teacher believes counseling would be beneficial to the student, a referral will be made to the school principal.

Parents will be notified if a referral is made and kept informed of the progress of their child. If counseling at an outside agency is recommended, a consultation with parents will be scheduled.

### **Library Services**

Summit Christian School has its own library. It is a priority of the school to continually add good literature and resource volumes to our library. Hundreds of new works are purchased or donated annually.

### **Renweb**

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

ParentsWeb is a function of Renweb that allows parents and guardians to access their child's grades for the purposes of investing in their child's education and maintaining the partnership between home and school. Contact the school if you are interested in using ParentsWeb.

Renweb Alert is a communication tool that we use to inform families of school cancellations, upcoming events, urgent messages, etc. Renweb Alert delivers messages via email, text, and phone. All families are part of the Renweb Alert system, however you must inform the office if you do not wish to receive Renweb Alert messages.

### **Release of Student Information**

Student information and records are only released to the custodial parents. In order 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.

### **Parent Calendar**

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

### **School Day Cancellations**

On days when weather or other circumstance threatens the well-being of students or the safe operation of education, school will be cancelled. As soon as we know classes will be cancelled, we will notify families via our Facebook page. We will also notify major radio and TV stations in our area. These networks provide on-line and on-air/on-screen updates. You can also sign up for text alerts from the major TV sessions.

### **SCS Board of Education**

Members of the SCS Board of Education consist of former and 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.



SUMMIT  
CHRISTIAN  
SCHOOL

### **PARENT/GUARDIAN CONFIRMATION**

To ensure smooth operations and optimal education for all students, this parent/student handbook and the policies and procedures herein must be followed and supported by all involved parties. 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 to Summit Christian School students. This confirmation **MUST BE SIGNED AND RECEIVED BY THE SCHOOL OFFICE ON OR PRIOR TO THE FIRST DAY OF SCHOOL** in order for students to attend school.

We thank you and give praise to the Lord for the partnership we share and we look forward to a fruitful year!

I, \_\_\_\_\_, have read, understand, and will support the policies  
(print name of parent/guardian)  
and procedures presented in the SCS Parent/Student Handbook.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Relation to student(s) \_\_\_\_\_

Student(s) name(s) **and** grades:

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