

Summit's Handbook

5010 Hazel Ave
Fair Oaks, CA 95628
916.536.9307
www.summitchristianschool.com



Table of Contents

Academic Awards	21
Academic Probation	21
Admission Statement-Continued Enrollment at SCS	6
Allergies	15
Attendance	11
Behavioral Probation	25
Birthdays	12
Board and Administration	5
Campus Security, Fire drills, and lockdowns	10
Chapel	17
Church Attendance Statement	6
Classroom Behavior	23
Classroom Discipline Plans	23
Closed Campus Policy	10
Colors	5
Communicating Your Concerns	7
Communicable Diseases	15
Concerns and Conflict Resolution	7
Contacting Students in Classroom	12
Core Values	5
Curriculum	20
Detention	25
Discipline	22
Discipline Records	23
Dress Code	18
Early Withdrawals	8
Emergency Information Changes	10
Expulsion	27
Field Trips	17
Financial Aid / Tuition Assistance	8
Financial Policies and Tuition	8
Free Dress Days	18
General Health Statement	14
Giving— Financial Support and Tax Deductible Gifts	8
Grades and Point System	20
Grades and Progress Reports	20
Head Lice	14
Health Verification	15

Holidays Policy,,,,,	13
Homework Responsibilities of Parents	21
Inhalers	14
Middle School Demerit System / Detention.	25
Lifestyle Authority.	6
Legal Disclaimer.	3
Lost and Found	13
Mandatory Withdrawal	27
Mascot.	5
Medications	14
Message from the Principal	3
Non-Discrimination Statement.	3
Notification of Accident or Illness	14
Parent Conferences.	12
Parental Involvement and Volunteering.	16
Partnership Statement.	6
PE/Restrictions of Physical Activities	15
Pet Policy	10
Pre-arranged Absences	11
Prohibited at Summit	24
Reporting Child Abuse	13
Retention	21
Room Parents	17
School Communication/FACTS S.I.S.	12
School Hours of Operations	5
School Supplies	13
Seatbelts	13
SKIP—Summit Kids Instructional Program	9
Snacks	17
Standards of Conduct—All Grades	23
Standards of Conduct—Middle School	25
Statement of Faith	4
Student Pick-up Safety.	13
Student Cell Phones and electronic devices.	12
Suspensions—In-house and Off-campus	26
Tardiness	11
Use of School Phone	12
Visitors	10
Volunteer Guidelines	16

Dear Parent and Students,

Successful Christian living hinges on three groups: the home, the church and the school. We are blessed to be the Christian school component of your family's discipleship program. Our mission is "inspiring students to cultivate a heart for Christ, a passion for learning, and compassion for others." We partner with you to strive for this high standard.

As you read through our handbook you will find practices and policies designed to challenge our students to develop a biblical worldview and a love for the Lord Jesus Christ through education, obedience and discipleship. Our ultimate purpose is to produce students that are transformed in such a way that they serve the Lord and impact the world through their unique gifts, talents, character and leadership; people who have a passion to serve in their churches, our community, and the world as lovers of God.

The model for discipleship that we use comes from the Bible and from the application of God's truth as developed in Ted and Margie Tripp's excellent books, Shepherding a Child's Heart and Instructing a Child's Heart which I strongly encourage that all of our parents read.

Your knowledge and support of Summit's philosophy and its policies is essential to our health as a school community. Please take time to discuss key points of this handbook with your children— we suggest attendance/tardy, dress code, and discipline policies — so that we can effectively partner with you in their education.

In His Service,

David Couchman

Administrator/Principal

Non-Discrimination Statement

SCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic and other school administered programs.

Legal Disclaimer

This handbook represents the most recent expression of school policies in order to provide for the equitable and consistent educational treatment of students and their families. As conditions change, Summit Christian School reserves the right to modify or revoke handbook policies at any time. It is the administration that has the final interpretation of the written policies of this handbook. The handbook is not to be considered as a legal contract in terms of contract law theory. If you have any questions not answered in the handbook, please call the school office.

Summit Foundational Principles

Statement of Faith

WE BELIEVE the Bible is God's written revelation to man. It is composed of sixty-six books which are divinely inspired and inerrant in all their parts. The Bible is infallible and the final authoritative source for faith and conduct (Psalm 12:6; 2 Timothy 3:16; 2 Peter 1:21).

WE BELIEVE there is one true and living God, eternally existent in three persons – Father, Son, and Holy Spirit, coequal, perfect in their attributes, each deserving worship and obedience. God is the Creator and sustainer of all things which He miraculously accomplished by the Word of His power in six literal days (Genesis 1-2; Exodus 31:17; Deuteronomy 6:4; Isaiah 44:24; 48:16; John 1:3; 2 Corinthians 3:18; 13:14; Colossians 1:15; Hebrews 1:2).

WE BELIEVE Jesus Christ is the second person of the Trinity who possesses all the divine attributes. He is fully God and fully man. He was conceived miraculously through the virgin birth without losing any of His divine essence. He lived a sinless life out of obedience to the Father. His incarnation was for the purpose of revealing God, redeeming men, and ruling over God's kingdom. He accomplished our redemption through His shed blood on the cross. Three days later He rose from the dead and later ascended to heaven where He sits at the right hand of God waiting to return in great glory and power (Isaiah 7:14; John 1:14, 10:30; Acts 1:9-11; Philippians 2:5-11; Colossians 2:9; Hebrews 7:25; 1 Peter 1:18-19; Revelation 19:11-16).

WE BELIEVE in the Holy Spirit who is a divine person who regenerates sinful men and baptizes all of them into the body of Christ. He indwells, sanctifies, instructs, transforms, and empowers all believers for service (Romans 8:14-16; 1 Corinthians 2:7-14; 7:19-20; 12:13; 2 Corinthians 3:18; Titus 3:5).

WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life [Heaven], and they that are lost unto the resurrection of eternal condemnation [the Lake of Fire] (John 5:28-29; Romans 8:11; Revelation 20:13-15).

WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation. Due to man's depravity, he is unable to do or achieve anything that might merit salvation. Man must be justified on the single ground of faith in the shed blood of Jesus Christ. It is only because of God's grace and belief in Christ's atoning work that anyone can be saved from the penalty, power and ultimately the presence of sin (John 3:16-19; Romans 3:23-25; 5:1-11; Ephesians 2:8-9).

WE BELIEVE in the spiritual unity of all believers who have been born again through the Lord Jesus Christ and have been placed in the body of Christ, who is the Head of the Church. We hold to the fact God does miracles and heals bodies immediately, without human giftedness. (Acts 5:12; Romans 8:9; 1 Corinthians 12:13; 2 Corinthians 12:12; Galatians 3:26-29; Colossians 1:18).

WE BELIEVE God wonderfully and immutably creates each person as male or female: two distinct, complementary genders that together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. The term "marriage" then has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined by scripture. (Gen. 2:18-25) Sexual intimacy is a wonderful gift of God that is only to be expressed between a man and a woman within the love and bonds of marriage. Therefore, we believe that any form of sexual immorality (any sexual intimacy outside the bounds of Christian marriage) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor. 6:9-10) Yet we believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Christ Jesus, (Rom. 10:9-10) and that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31). (Genesis 2:24-25; Leviticus 18:1-30; Proverbs 5:18; 6:32; Romans 1:26-27; 1 Corinthians 6:18; 7:5; 1 Thessalonians 4:3-5; Hebrews 13:4).

Core Values

Mission: Inspiring students to cultivate a heart for Christ, a passion for learning and compassion for others.

Goals- We partner with parents to:

- Enable students to grow spiritually, academically, socially, physically and emotionally
- Equip students to serve the Lord and develop young Christian leaders with a passion to serve in their churches, our community and the world — students who have a commitment to learn and live with Christian character
- Create and maintain an environment committed to the advancement of academic excellence and student opportunities for growth.

Board and Administration

SCS is an independent, inter-denominational Christian school and is not under the auspices of another church or ministry organization. Summit is overseen by a self-governing Board of Directors. Board members are chosen from interested persons who qualify and apply under Board procedures and policy. Following is a brief sketch of organizational authority and lines of responsibility:

The Board establishes Summit's mission, creates broad policy, hires and evaluates the chief administrator, plans for the future of the school, and provides the resources through budget approval, tuition and fundraising to support school operations.

The Administration, led by the Administrator/Principal, provides vision, runs day-to-day operations of the school, carries out the board's strategic plans and supports the teachers to enable their success.

Faculty and staff deliver Summit's mission, serve the students, and act collaboratively to make Summit an effective learning community.

Colors

Navy blue, light blue, yellow and white are the official colors of our school.

Mascot

Trailblazer

Office Hours

8:15 AM—4:00 PM, Monday to Friday, excluding holidays

Position Statements

School/Parent Partnership

Summit believes that a positive and constructive working relationship (i.e. a “partnership”) between the school, the teacher and a student’s parents or guardian is essential to the fulfillment of the school’s mission. Indeed upon enrollment, parents sign an agreement stating they will “honor and abide by” the policies of the school and this Handbook, and where there is disagreement agree to work in good faith toward Biblical resolution. Thus, the school reserves the right to discontinue enrollment or not to reenroll a student if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school’s accomplishment of its educational purpose.

Lifestyle authority

Summit recognizes that the Bible determines what is true and right in one’s life and lifestyle, not one’s personal judgment. Scripture provides the instructions for how we are to live privately and publicly. In the Christian life, there is no separation between “sacred” and “secular” so everything is to be done for the glory of God.

Church Attendance Statement

It is vital that families recognize the value of church attendance and the positive impact this makes on your child’s Christian character. Students and families are encouraged to regularly attend a Bible-based Christian church that agrees with SCS’ Statement of Faith. Your family’s church attendance must be top priority for building Christian values in your home.

Admission Statement—Continued Enrollment at SCS

SCS seeks applications from Christian families whose young people are of good character, who demonstrate good scholastic achievement and embrace Christian values. Acceptance is based upon the evaluation of a personal interview, educational performance, support of our statement of faith and a student’s desire to attend SCS. Acceptance and re-enrollment is at the sole discretion of the school.

Our students should realize that they are responsible at all times to conduct themselves in a manner which brings credit to the name of Christ, themselves, their family and their school. By virtue of enrolling at SCS, each student agrees to live within the framework of the school’s standards of conduct both on and off campus. Re-enrollment each year is contingent upon maintaining these values.

A yearly re-registration form is required of all students who wish to continue at SCS. Early re-registration is strongly recommended since space is limited. In review of the registration, such factors as behavior, attitude, academic achievement and maintenance of the policies of SCS are taken into consideration. SCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion.

Addressing Concerns and Resolving Conflicts

Whenever two or more people gather, there may be disagreement. While our world teaches many wrong ways to handle conflicts (gossip, backbiting, avoidance, undermining, etc.), the Bible teaches us in **Matt. 18:15-17** how to resolve differences in a Godly way. That way is to go directly to the source of the concern and lovingly seek resolution as described.

Whenever there is a concern, parents are strongly encouraged to set up a meeting with the teacher or staff member, rather than trying to resolve a conflict via email. In these situations, face-to-face works best.

Communicating Your Concerns

Please follow the appropriate chain of command—that is, speak only to those who can help remedy the situation and do not involve other students, parents or staff. For classroom issues, go directly to the teacher, and for financial questions and day-to-day operations concerns speak with the administrative office.

Our goal is always to satisfactorily handle each problem through proper communication and follow through. When chain of command is followed, it effectively builds positive relationships and communication and most concerns are readily resolved. When a concern is communicated in writing, please sign your name so we can adequately solve the problem and follow through properly. Anonymous letters will be disregarded as they don't allow for two-way communication or Biblical resolution and restoration.

Here is the step-by-step procedure for addressing concerns:

Step 1 All classroom situations should be discussed with the teacher first.

Step 2 If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and/or follow-up.

Step 3 If the situation cannot be resolved after further clarification with the teacher, then see the Principal who will meet with both you and the staff person involved.

Step 4 In the unlikely event that the principal and teacher are unable to resolve the situation, a request for involvement may be submitted to the Board. A letter specifically explaining your concerns and the individuals involved, submitted to the Principal, will start this process. The Board, at its next regularly scheduled meeting will consider the written correspondence and a response will be given accordingly.

Step 5 Christian reconciliation/arbitration. Christian Reconciliation: The parties to the student's education (parent/guardian, school, student) are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private. By enrollment of the student at SCS, the parent agrees that any claim or dispute arising out of or related to the student's re-enrollment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Rules of Procedure for Christian Conciliation. Parents agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court of such disputes, except to enforce a legally binding arbitration decision. Additional information regarding binding arbitration can be obtained through the School Office.

Financial Policies and Tuition

Your tuition payment is an investment in the life of your child and it empowers our school to deliver an excellent education staffed by committed and expert faculty in a safe facility. We consider this to be a partnership with you where you are gifted the resources to invest in your children's future and we are held accountable for the stewardship of the given resources through the Board's annual budget. The following policies have been instituted to protect our parents' investments and the school's financial stability into the future:

1. Tuition payments are made through FACTS Tuition Management Company. Students may not register or begin class in the fall until all current fees and past due accounts are paid in full.
2. All Registration fees are due upon acceptance of enrollment after interview with the Principal.
3. Tuition reductions or refunds are not made for absences, illnesses or holidays.
4. Any student with an account 30 days past due may be removed from school enrollment. Accounts must be paid in full for all current charges.

Early Withdrawals

Registration and student fees are NOT refundable.

Since our budget is based on receipt of a full year's tuition, it is not the policy of SCS to enroll K-8 students for less than a full school year. However, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. When this occurs, the parent or guardian must notify the school office as soon as a termination date is known. Any refund will be prorated based on the number of school days attended compared to the number possible. For families that received a discount by paying for the year in advance, the discount is forfeit and the refund will be based on the full value of the year's tuition. Parents understand and agree that they are responsible for the balance of tuition regardless of the reason for the withdrawal.

Tuition Assistance Policies

SCS Tuition Assistance Policies are designed to assist families in meeting their tuition obligations by helping to subsidize a portion of their tuition costs. The Tuition Assistance program is supported by designated giving and budget allocation and families with financial resources are encouraged to make a designated gift to support the fund. Parents who have a financial need must apply for financial aid by completing the online application form available on our website or at factsmgt.com/parents/#financial-aid.

Giving: Financial Support and Tax Deductible Gifts

Personal philanthropy makes a difference in the lives of our youth. Support is needed so that we may meet all costs of offering an excellent private school education. Please contact the Office for more information on how you can become more involved in helping to secure your child's future education at SCS.

SKIP (Summit Kids Instructional Program)

SKIP is the before and after-school care program for Summit Christian School. All enrolled elementary students are eligible for this program, no registration required. Use can be regular or infrequent.

Morning SKIP begins at 7:00 AM and ends at 8:15 AM when the students are sent to their classes. Afternoon SKIP begins at 3:30 PM (12:15 on early release days) and ends at 6:00 PM. SKIP is not available on non-school days.

The hourly charge is revised annually and is available in the school office. Families with 3 or more students enrolled at Summit will receive a 20% discount. Extra-curricular after-school activities are not part of SKIP and are billed separately.

For the safety of the students, all students **must** be signed in and out of the SKIP by an authorized adult. Any student who is not signed out will automatically continue to accrue charges until signed out.

Afternoon Overtime automatically starts at 6:00 PM. The charge is \$15.00 per child per 15 minutes (or part thereof). After two late occurrences, the charge increases to \$30.00 per child per 15 minutes (or part thereof).

All students and parents must follow the regulations of Summit Christian School and any additional rules of SKIP. Disruptive or disrespectful behavior toward Summit staff or other students is reason for dismissal from the SKIP program.

DAILY SCHEDULES		
	Regular Schedule	Early Release Days Dismissal
Kindergarten– 8th gradee	8:30 AM—3:15 PM	12:00 noon
SKIP	7:00 - 8:15 AM 3:30- 6:00 PM	12:15-6:00 PM

General School Policies and Procedures

Visitors

Visitors are always welcome, but must sign in at the school office in compliance with State law. Parents: if you are planning to visit your child's classroom, you must make arrangements with the teacher ahead of time. Non-SCS students visiting for the day must: obtain prior permission from the office, supply emergency information, check-in to receive a name badge, and check-out before the end of the day.

Closed Campus Policy

SCS maintains a closed campus for all students. Students leaving campus during school hours for any reason, without permission from SCS will be considered truant. Students are not permitted to leave during school hours except as follows:

1. Under school-sponsored supervised field trips, sports events or special privilege days.
2. By permission of a parent or guardian and providing that the parent/guardian accompanies the student. Permission must be cleared through the school office, and students must be signed off and back onto campus through the office.

No Pet Policy

For reasons of safety, insurance liability and allergies, **no pets** (even the friendliest of dogs) are permitted on school property unless they are properly and safely secured in a vehicle.

Campus Security, Fire Drills, and Lockdowns

SCS works diligently to maintain a safe and secure environment for all students and adults. Steps taken to increase campus security include, 1) Security cameras placed around campus and monitored in the school office; 2) Periodic Evacuation (Fire) and Lockdown Drills to train students and staff what to do in case of emergencies; and 3) CPR, first aid, and emergency awareness training for staff members.

In the event of an actual emergency, the campus will be blocked from access and parents will not be allowed to enter and/or exit the property until the emergency is resolved. Parents will be directed by mass email and Summit App push notification to an alternative site to wait until they can be rejoined with the students.

Emergency Information Changes in Address/Phone Numbers/Job Change

For the safety of your student in case of an emergency, it is **crucial** that you notify the school immediately whenever there is a change in your contact information (address, home number, job information) or the contact information of any other person who is listed as an alternate emergency contact. We cannot be responsible for misinformation if we are not notified of changes. All changes must be made formally through the school office.

The Student Directory will consist of those students whose parents have agreed to have their information published. If you wish to be excluded from the directory information please contact the school office

Attendance

In case of absence, the parent must call, use the Summit App, or write a dated note to the school office explaining the reason for the absence. This note must be sent the day a student returns to school. The only excused absences are: 1) student illness, 2) doctor or dental appointments, 3) a death in the family, 4) impassable roads, 5) Quarantine, or 6) Pre-arranged absences. Excessive unexcused absences (12 days per semester) may result in dismissal from the school or failure to pass the school year.

Homework: Excused school absences have *one day for every day absent* to complete work. (I.e. If a student is absent 3 days, he will have 3 days after his return to turn in work.)

Students with unexcused absences will be expected to complete all work, and will receive a 20% grade reduction.

Tardiness

It is very important that students are on time to school. 1) Punctuality is a discipline that applies to all of life. 2) It teaches consideration for others. 3) Tardiness has a negative impact on the late student, the teacher and the other students in the class. Routine tardiness is inconsiderate and is completely avoidable through proper planning, allowing enough time for morning routines and the regular fluctuations of traffic. Be sure to include enough time to proceed through the SCS parking lot during “rush hours.”

Students are considered tardy if they are not in their classrooms at 8:30 AM. If the teacher has already taken attendance, students will be sent to check-in at the office. If you believe your child’s tardiness should be excused, you must come up to the office or call the office that same day.

All tardiness is considered unexcused except for doctor or dental appointments, “acts of God” or other unavoidable circumstances such as a major traffic accident on route to school. Tardiness is not excused for oversleeping, child not able to find shoes, not allowing enough time for normal traffic, etc.

Pre-arranged Absences

Family vacations and trips should be scheduled during school vacations since it is impossible to “make up” missed classroom instruction, and it is often difficult for students to make up work compounded by an absence. Should exceptional circumstance make it necessary for a child to miss school due to a trip, parents must fill out the **Pre-arranged Absence form** (downloadable from the website under “forms”) and **return it at least one week** before the absence so the teacher has time to plan and process the missed work requirements.

Students are to prepare for this kind of absence just as an adult prepares to take time off from work. Schoolwork should be done in advance whenever possible and all missed work will be **due upon the day of return to school** unless other arrangements were made with the teacher in advance. Ten percent will be deducted from any work not turned in upon the first day of return up to two days. Any work received after two days will be given a **50%**.

Student use of Cell Phones and Electronic/Communication Devices:

While on school grounds, ***students may not use personal wireless communication or gaming devices of ANY kind*** (including cell phones, smart watches, fitbits, iPods', iPads, net books, etc.) except when authorized by teachers or the administration. Such devices are *strongly* encouraged to be kept at home. If devices are brought to campus, they must always be turned off and stored the student's backpack, school bag or purse. Devices that are seen or heard during school hours will be confiscated for the parent to pick up.

Student use of School Telephones

The school phone system is for official school business only. Students needing to make emergency phone calls home can do so in the school office. Forgotten homework, lunches, forgetting a game, asking permission to go to a friend's house after school, etc., are not considered emergencies but may be permitted by office staff.

Contacting Students in the Classroom

Unexpected classroom visits are distracting and disruptive to the learning environment. For that reason, we ask that parents do NOT go to the classroom to pick up the child or drop off a forgotten lunch, etc.. Parents must come to the office and office staff will take care of delivering the items. Release from class for appointments or other purposes is only permitted by contacting the school office who will have the student meet the parent in the office for sign out procedures.

School to Parent Communication—FACTS S.I.S. (Formerly RenWeb)

Summit uses the FACTS School Information System (FACTS S.I.S.) as its primary means of communication for all school business, including grades, attendance, weekly Blaze newsletters, all-school emails, and classroom communications and it is therefore essential that families utilize the FACTS S.I.S. Access is provided to all registered families of Summit with current email contact information on file.

Parent Conferences

To increase the effectiveness of the Parent/Teacher partnership, Parent/Teacher conferences are automatically scheduled near the end of the first trimester. It is vital that parents attend these conferences to enhance student success through the remainder of the year.

Birthdays

If you desire to celebrate your child's birthday at school, please communicate with his/her teacher at least one week before the birthday. Birthday party invitations will only be distributed at school if the entire group is being invited to the party. We cannot hand out invitations to just a few children as the other children always notice and feel left out. Parents may utilize the Student Directory on RENWEB to obtain addresses to mail birthday invitations.

Please note, the **Student Directory** will consist of those students whose parents have agreed to have their information published. If you wish to be excluded from the directory information please contact the school office

Lost and Found

All uniform items look alike: PLEASE LABEL THEM. It is also wise to label all jackets, sweaters, sweatshirts and lunch boxes. Lost articles will be brought to the lost and found bin. Children may claim their items from there. Articles left unclaimed will be donated to charity at the discretion of the administration.

Seatbelts

It is the policy of SCS that all children arrive and leave school premises in proper vehicle child restraints. All seatbelt laws are followed on school field trips. Also, we ask that you do not leave children unattended in your vehicle.

School Supplies

School supply lists for all grade levels are emailed each summer approximately one month before school starts.

Student Drop-off and Pick-up Safety

At the beginning and end of the school day, the parking lot will be crowded, and safety should be the first priority. Please obey all traffic signs or staff directions, and drive slowly and carefully.

Anyone picking up a student who is not familiar to staff will be asked for an I.D. We will not release students to anyone not listed on the emergency card pick up list or without a phone call by the parent/guardian of student with the name of the person picking up the child. Non-listed persons must sign students out in the office before they will be allowed to take student off campus. Students will not be released to anyone suspected to be under the influence of alcohol or any other drugs.

Reporting Child Abuse

As legally mandated reporters, all staff members are required by law to report suspected child abuse to the proper authorities.

Holidays Policy:

Summit recognizes Christmas as a celebration of the birth of our Lord and Savior Jesus Christ. Easter recognizes Christ's sacrifice and the completion of his saving work through his crucifixion, death and resurrection. We understand that various cultures have attached many other symbols to these holidays, but Summit's focus is on the biblical celebration of these holidays and therefore we do not recognize or promote fictional characters like Santa Claus, Frosty the Snowman, or the easter bunny. Summit does not recognize Halloween as a holiday.

Medical and Health Policies

General Health Statement

Summit's health policies are derived from the recommendations of the Center for Disease Control (CDC) and the CA Dept. of Public Health (CDPH). COVID guidelines may require Summit to modify our practices at any time, and parents will be immediately informed of important changes.

MOST IMPORTANT: The single most important thing you can do to limit the spread of contagious diseases is to keep your child at home whenever he/she is experiencing signs of illness such as fever, runny nose, nausea, etc. A child should be fever free overnight before returning to school. If your child displays any of these symptoms at school, you will be called to pick them up immediately. Parents should always be aware of the crucial role that sufficient sleep, nutritious diet and exercise play in a child's progress and well-being.

Notification of Accident or Illness

If your child should become ill during the school day, you will be contacted to pick up your child within the hour of notification. Accident reports will be given to parents when a child is hurt or injured at school. Please ensure that all contact phone numbers are kept up to date in the office to guarantee that the office staff will be able to reach you.

Medications

The school does not provide medication to students. School staff will cooperate with parents when a physician prescribes medication to be taken during school hours and is required for the student's health. Responsibility for the student taking medication at school rests with the student and the student's parents. The child must know the required times to come into the office to take his/her medication. Office personnel may assist the student in taking medication provided the parent has complied with the SCS medication administration policies. Administration policies for all medications are on the medication authorization form which are available in the school office. Medication can only be given during regular school hours.

All medications must be in the original container and correctly prescribed for the indicated student only. ALL MEDICATIONS MUST BE KEPT IN THE SCHOOL OFFICE. All medications (excluding over-the-counter medications Tylenol, Advil, or Benadryl) require a physician's order and an Administration of Student Medication form completed. Medicines left at the end of the school year will be discarded after one week.

Head Lice

Children who have head lice will be excluded from school until the hair has been properly treated and all eggs (nits) have been removed as instructed. Students will need to be inspected upon return to school.

Inhalers

Any 4th—8th grade student having an immediate need for asthma inhalers during school may carry the necessary medication on their person when certain conditions are met. Anyone wishing to carry his or her own inhaler may pick up an Authorization for Self-Carry form in the office. This form must be completed by a Physician and parent and returned to the school office. Otherwise, inhalers must be kept in the office and administered as prescribed.

Allergies

Summit Christian School is committed to providing a safe environment for students and staff. We recognize some students may suffer severe allergies. Effective prevention and treatment plans, proper procedures, well-trained staff and clear communication can save lives. **It is highly recommended that you provide snacks if your child has food allergies.**

If your child is allergic to bee stings, nuts or anything else that would require immediate attention, please notify the school office and teacher of the procedure to follow to assist your child in case of emergency. If medication administration is part of the procedure, please provide the office with the correct medication and a signed medication authorization form.

PE/Restrictions of Physical Activities

In general, if a child comes to school, he/she should be well enough to participate in the total school program including recess and physical education. It will be assumed that if a student is to be excused from physical education activities, the student should not participate in other physical activities during the school day including recess and after school care. A note from a parent is required if a student is to be excused from PE for a day. A physician's note is required if a student is to be excused from PE for more than 3 consecutive school days.

Communicable Diseases

When a student is found to have a communicable disease, he/she will need a written consent from a physician or the county health department before returning to school. Parents will be required to notify the school office if their child has been diagnosed with a communicable disease so that the parents of classmates can be made aware.

Health Verification

State law requires that all students entering **Kindergarten** and **Seventh grade** must have received the appropriate immunizations. All records of such immunizations must be on file in the office by the first day of school. Additionally, all **first grade** students must have proof of a health exam on file. Physical exam forms are available from your physician and in the office. By State Law, this exam must be performed no earlier than 18 months prior to your child entering first grade. If your child has a special health problem or a medical history which may affect school performance, please notify the school office and the teacher so that we may work together and be prepared if an emergency should arise.

Vaccine Waivers: Only valid medical waivers can be accepted.

Parental Involvement and Volunteering

SCS encourages a high level of parent involvement. The quality of your child's education is greatly enhanced through your active involvement at school. It is important that all parents become involved in the school in whatever capacity they are able. All parent organization leadership positions must be approved by SCS Administration.

Parents, grandparents and friends can help SCS in a variety of ways, including:

- Encourage volunteer help in all aspects of our program
- Serve in fundraising projects, especially the Dinner/Auction and Golf Event
- Become a "Room Parent"
- Correct papers for the teacher at home
- Assist in the classroom, in playground supervision or sports programs
- Repair and/or make games and resources at home, for school and playground
- Provide maintenance and upkeep assistance (i.e. paint, clean)
- Drive for field trips and special classroom events
- Aid the office staff: file, make copies at school, answer phones, etc.

Volunteer Guidelines

All chaperones, drivers, coaches, classroom and extra-curricular helpers are expected to follow school guidelines and maintain a Christ-like adult supervisory example at all times.

1. With regard to your personal, moral and ethical conduct, you affirm that you are not now, nor have you been in the past, engaged in inappropriate conduct toward minors (inappropriate conduct includes, but is not limited to verbal or physical abuse, immoral sexual behavior as defined by Scripture, SCS' Statement of Faith and state law).
2. We expect that your words and actions will provide an example of the highest Christian virtue and personal decorum, serving as a Christian role model (1 Tim. 4:12).
3. While supervising SCS students, volunteers may not smoke, drink alcohol or take illegal drugs or condone or allow any other illegal infraction or act to occur at any time.
4. No inappropriate language or talk either on campus or while off-site at SCS-related functions is permitted (i.e. field trips, etc.).
5. Students are encouraged to talk and interact with one another on field trips, so movies are not allowed in the vehicles. Christian music is acceptable. Music and talk programs that contradict Summit's biblical philosophy are not permitted while traveling.
6. On field trips, **drivers may not detour from the group** to stop (even for something fun, like stopping for sodas) without permission ahead of time from the teacher.
7. Parents should, at all times, speak respectfully to other students and staff on trips.
8. Parents should, at all times, be an example to our students by dressing modestly and appropriately (i.e. comparable to our student dress code) while volunteering for SCS.

Room Parents

Most teachers need one or two room parents who are willing to help the teacher organize classroom parties and special event activities. The teacher will communicate these needs through newsletters and at school events. If you are interested in offering to help your child's teacher, please communicate directly with that teacher. Room parents must be excellent examples of modest dress and Christian character when working at school.

Field Trips

Our teachers organize well-planned field trips throughout the school year. The cost of each field trip will vary by trip and class. Permission slips will be sent home for each field trip and will require parent signatures. Classroom teachers will notify parents in advance of scheduled field trip and special activities. Unless otherwise announced by the teacher, dress code for all field trips is school uniform.

Parents are needed to drive and chaperone for field trips. All parents who assist as drivers on a field trip must come to the office to show proof of and have copies made of their Driver's License and proof of insurance coverage. Both a **Volunteer Driver Application** and a **Volunteer Guidelines Form** must be filled out and signed. All seat belt regulations apply when transporting children including the use of car seats/booster seats for students according to CA state law. All students are to have their own seat belt—no double buckling is allowed. SCS takes stringent precautions to care for the safety and well-being of all students but assumes no responsibility in the unlikely event of loss, injury, etc. on field trips/activities.

Students are expected to uphold school behavior standards on field trips. If a student is unable to do so, appropriate disciplinary action will be necessary which may include excluding the child from the next field trip or requiring a parent to attend future field trips with the child.

Students are not normally permitted to attend field trips of siblings and would be counted as unexcused from class. Younger siblings may only attend if special permission from the teacher has been granted due to the need for another driver.

Snacks

Snack break will occur at the morning recess for all elementary students. Parents are encouraged to send a healthy snack with their child for this recess break. Acceptable snack items include fruit, crackers, cheese, vegetable sticks, etc. Students may not bring candy, cakes, cookies or like items for this morning snack.

Chapel

All students grades K-8 attend chapel weekly. Chapel provides opportunities for our students to participate in praise, worship and study of God's Word, and builds unity in school as well as being a time of corporate worship unto the Lord. Speakers at chapel include Summit staff, local pastors, teachers, administrators, missionaries and others as available. Parents are always welcome to attend chapel.

Dress Code

SCS has established a uniform policy for all students in grades Kindergarten through 8th grade. The purpose of a dress code is to support training in biblical principles of modesty while drawing lines that are easy to understand and that can be consistently and fairly enforced. Almost no-one agrees with every item in a dress code, but we ask parents to support the code in its entirety: students should only wear clothing that you know to be within the dress code boundaries.

Appropriateness: As defined by Summit this means wording, images, logos, clothing fit, or branding that *does not* promote a positive Christian School environment or that *does* promote ideas contrary to the Christian faith. *Summit administration reserves the right to make the decision on "appropriateness" should there be any question.*

Immodest Clothing: is defined as drawing the wrong kind of attention to one's body and includes: too tight or too loose clothes, low-cut blouses, too short skirts or shorts, exposed midriff, extremes styles in clothing, hair or make-up, etc.

Inappropriate Messages: Graphic pictures (skulls, weapons, gore, sexually explicit, etc.), alcohol brands, music groups, sinful attitudes, false religions, etc.

Free Dress Days are given as special incentives with administrative approval. "*Free Dress*" does not mean "anything goes." Our students are expected to maintain an appearance that is neat, clean and modest at all times, so modesty and appropriateness rules (such as length of skirts or shorts, no spaghetti straps, etc.) apply.

General Dress Standards:

Uniforms: All students are to wear their regular uniform Monday through Friday unless a "free dress" day has been approved by the administration. Summit logo-wear is always acceptable. School Theme Tees may be worn on field trips and Fridays.

Face Coverings/Masks – must not have distracting or controversial designs or make political statements or provocative social comments.

Footwear: Children are naturally active, especially at recess, so for safety reasons students should always wear comfortable, non-slip, close-toed shoe that enable them to run, jump, climb, and kick balls. No sandals, flip-flops or shoes without closed heels are permitted in grades K-5. Sandals and flip-flops are permitted in grades 6-8 if PE shoes are also brought to school for PE. No roller skate shoes are allowed.

Hair must be moderate in style, well-groomed, and neatly kept out of face and eyes.

Hoods must be down in the classroom.

Nail polish may be worn by girls in moderation. No nail polish for boys.

Make-up: No Elementary girls may wear make-up. Middle School girls' make-up may not be excessive.

Jewelry is discouraged because of safety, loss or damage, but if worn it must be modest, not excessive. Girls may not wear large hoops or excessive dangling earrings. Boys may not wear earrings of any type.

Body piercing is not allowed with the exception of ear piercing for girls.

Non-standard clothing such as gang-style (bandana “colors,” sagging) or goth (all black, spikes etc.) are not permitted.

Girls Uniform Requirements:

Shirts – Navy blue, light blue, yellow, or white collared polo or button-down shirts are permitted (short or long-sleeved). Short or long sleeved undershirts are permitted under polo shirts in gray or solid school colors.

Pants – Khaki, navy blue, and blue denim pants and capri-style pants are permitted. All pants must be clean and in good condition (no holes, frayed edges, etc) and free of decorations larger than a quarter. Pants must fit properly, and may not be low cut, tight fitting, baggy or sagging.

Shorts/Skirts/Jumpers -Khaki, navy blue, or denim blue shorts, skirts and jumpers are acceptable and must extend to no more than 3 inches above the knee when standing. Collared shirts must be worn under jumpers. Elementary girls must wear shorts under skirts (playground/bike/spandex shorts are ok).

Tights and Leggings are not acceptable as pants; they may only be worn under skirts, jumpers or dresses and must be gray or in solid school colors.

Boys Uniform Requirements:

Shirts – Collared polo or button-down shirts (long or short sleeved) in school colors (Navy blue, light blue, white, or yellow). Short or long sleeved crew neck t-shirts are permitted under polo shirts in gray or solid school colors.

Pants – Khaki, navy blue, and blue denim pants are permitted. All pants must be clean and in good condition (no holes, frayed edges, etc.) and free of any decoration larger than a quarter. Pants must fit properly, and may not be low cut, tight fitting, baggy or sagging.

Shorts – Khaki, navy blue, and blue denim shorts are acceptable and must extend to no more than 3 inches above the knee when standing. Cargo-style shorts are acceptable. Basketball or sweat shorts are not (except for middle school PE).

Other Uniform Requirements

Outerwear– (defined by the purpose of wearing ONLY outdoors for warmth, like coats and jackets) may be any color but must be free of characters, slogans, or logos larger than the size of a quarter.

Sweaters/Sweatshirts – ANY sweaters, sweatshirts or jackets worn indoors (classroom or chapel) must be Navy blue, light blue, yellow or white (no patterns, characters, slogans, or logos larger than a quarter.)

Hats and scarves - must be free of inappropriate words and images and may ONLY be worn outdoors.

Academics

Curriculum

Summit's textbooks are published by Bob Jones University Press, which includes academic instruction in the subject areas of reading, language, spelling, math, science, history, health, and Bible. Bible instruction and application of principles are integral parts of all instruction in the classroom.

Grading and Assessment

For grades 3-8, academic progress may be viewed at any time on FACTS-School Information System (FACTS-SIS, formerly RenWeb). Grade Reports are issued three times during the school year (trimesters). Grades K-5: The 1st and 2nd trimester report cards will be sent home with the student in a report card envelope that parents are required to sign and return to school to ensure they have received the report card. Middle school grade reports are emailed directly to parents.

Progress Reports

Since parents can access grades at any time through FACTS-SIS, routine progress reports are not sent home mid-trimester. However, individual progress reports may be issued to increase communication for students who are struggling with their academic progress and academic standing. Parents are always encouraged to discuss their child's progress throughout the year. If concerns arise, please make arrangements with your child's teacher or call the school office to set up an appointment.

Kindergarten through Second Grade Scale

Kindergarten, first and second grade students do not receive letter grades but instead receive numeric marks of 1 (below grade level), 2 (approaching grade level), 3 (proficient), or 4 (exceeds grade level). Teachers also identify competency in specific learning skills.

Character progress is noted with 1 (seldom), 2 (sometimes), 3 (usually), and 4 (consistently). Report cards will also contain written comments from the teacher.

Third through eighth grade: Grade Scale and Grade Point Average

Percentile	Letter Grade	Grade Point Average (GPA)
100-94	A	4.00
93-90	A-	3.75
89-87	B+	3.50
86-83	B	3.00
82-80	B-	2.75
79-77	C+	2.50
76-73	C	2.00
72-70	C-	1.75
69-67	D+	1.50
66-63	D	1.00
62-60	D-	.75
59-below	F	.00

Academic Awards

Grades 3rd-5th receive Honor Roll recognition at the end of each trimester in the 6 subject areas of Bible, English, reading, math, science, and social studies.

Principal's List— No C's or below, at least 4 A's out of 6 subjects

Honor Roll— No more than one C; all other grades are B's or higher

Exemplary Effort Certificate— Recognizing consistency, perseverance, and overall great effort: all assignments turned in (no zeroes).

Grades 6-8 receive academic recognition at the end of each trimester in the 5 core subject areas of Bible, English, math, science, and history.

Scholar Award— 4.00 GPA (A average)

Merit Award— 3.00+ GPA (B average; no D's or F's)

Achievement Award— 2.30+ GPA (C average; no D's or F's)

Academic Probation

Any student in grades 3-8 not maintaining a C- in any individual subject area will be placed on academic probation. This means student grades will be monitored more closely, and in some cases recurring grade report forms may have to be completed. Extra curricular activities/events or traveling teams will be restricted until grades have been improved per the discretion of administration.

Retention

Students must maintain satisfactory grades and progress in order to be promoted to the next grade. On rare occasions, a student may be retained after a conference with parent, teacher and principal if it is agreed that retention is in the best interest for the child. The final decision rests with the administration.

Homework Responsibilities of Parents

The attitude of the parents toward their child's homework is critically important. A few recommendations on helping with homework effectiveness are:

1. Provide a **place** for study that is well stocked with pencils, crayons, paper, etc. and free from distractions.
2. Set a definite **time** for homework and stick to the schedule as closely as possible
3. Take an active interest in what the your child is doing. Give encouragement but do not do the work for them. Help break large projects into smaller assignments (i.e. science projects, book reports). Keep a calendar with your child to plan his/her work.

Ask your child's teacher for specific tips concerning subject matter that may be difficult for your child.

Behavior and Discipline

Philosophy

A child's first encounter with authority is at home, and SCS strongly holds to the premise that the basic responsibility for discipline resides with the parents. Parents will therefore be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be appropriate parental follow-through. With the parents' support, we can partner to help the student grow in self-control (Proverbs 19:18, I Timothy 3:4-5, 12).

The purpose for Biblical discipline is to bring about heart repentance in order to change inappropriate behavior and to help students learn self-control with God's help. Discipline is a process that takes time and cooperation between parent, student and school.

Self discipline and taking responsibility for one's own actions are of utmost importance to students, parents, and teachers. Students need character development (not "behavior management") as they respond to authority, whether God's or man's. When disciplinary action becomes necessary, it is carried out firmly and tempered by love, good judgment and biblical understanding, *always working for heart change* and not just good outward behavior.

Students are expected to display Christ-like conduct by following all adult direction, and by demonstrating honesty, courtesy to all and exercising self-control in their behavior.

In the book of Proverbs, God characterizes people based on observable behavior (Prov. 20:11), but it is always the **heart** at which discipline aims (Prov. 23:7). The book of Proverbs divides human beings into two basic categories: "The Wise" and "The Foolish." (Prov. 12:1) However, it then subdivides The Foolish into 3 levels which show movement away from wisdom. They are: The Simple, the Fool, and the Mocker (also Scoffer and Scorer). It is important to note that, except for being Simple (which can just be a lack of experience), these are attitudes of the heart. (That is, we *choose* to become wise or we *choose* to remain a Fool.) The three Foolish person sub-categories give clues as to how to approach discipline with each. Following is a chart that gives a definition and then the general process dealing with students in disciplinary situations. If you are interested in more detail, a written explanation is available upon request.

The Wise Student	The Simple Student	The Foolish student	The Mocking student
Makes good decisions	Makes bad decisions		
Encourage them!	Requires training	Received training	
		Requires discipline	Received discipline
			Requires removal

Classroom Discipline Plans

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. Individual teacher classroom's plan may differ but the consequences are standardized, so students will always know what to expect.

Students may be required to spend time in the office as part of their discipline. Teachers will notify parents when a child has spent time in the office.

More severe misbehavior may require that a student be taken home as part of the discipline process and when called, parents are required to pick up students as soon as possible.

Classroom Behavior

All SCS teachers establish a classroom management and behavior plan for maintaining a positive class atmosphere conducive to excellent education. Students are expected to be respectful and cooperative with their teachers. Two rules apply in all classes to all students:

1. A teacher's desk, cabinet, bookcase, etc. are regarded as personal property.
2. Students are permitted in a classroom only when a teacher is present.

Discipline Records

Referrals to the Principal are noted on FACTS S.I.S. and an email notification is sent to the parents. For K-5th students, unless the infraction is severe, a first visit to the Principal usually results in a warning. Continued referrals to the Principal or more severe infractions may result in increasingly severe consequences. Discipline records are not a part of the student's Cum File and are not sent to other schools unless an expulsion is involved.

Standards of Conduct—Expected of all grades, at all times

1. Honesty, telling the truth, admitting responsibility.
2. Prompt and cheerful obedience to authority.
3. Courtesy and respect for others (bullying and harassment are not tolerated).
4. Respect for the rights and property of others.
5. Obey the "hands off" policy at all times. This includes wrestling and karate-type play.
6. Students must remain in their appointed places under proper supervision.
7. Students must dress in uniform clothing except for announced free dress days.
8. Wholesome friendships are encouraged between boys and girls. Students must behave modestly when expressing personal affection on campus and at school events.

General Prohibitions:

1. Gum is not allowed on campus at any time.
2. Candy, food, or drink may not be consumed in classrooms without permission.
3. Electronic devices (including cell phones, smart watches, etc.), toys, skate shoes, skateboards, roller blades, expensive or excessive jewelry.

Serious Prohibitions:

1. Cheating, lying, stealing, plagiarism, profanity, vulgarity, violent threats, bullying and other forms of communication unbecoming of a Christian are not tolerated.
2. Illegal or dangerous possessions or activities are not permitted: such as bringing to school: knives (including pocket knives), weapons, ammunition, matches, lighters, fire-works or other explosives, tobacco products, vaping, illegal drugs or alcohol, (as well as prescription drugs not intended for the student), or items that resemble of any of these. Gambling is not permitted.
3. Involvement in any sexually immoral activity is not permitted.
4. Vandalism of school facilities or destruction of property (desks, books, lockers, etc.) or pranks (including pulling a fire alarm) that result in damage or defacing the school is not permitted. Students and their parents are responsible for damage incurred to school property, or other students' personal property whether willful or accidental (including breakage of windows, damage to lockers, abuse or loss of books, etc. Individuals or campus groups may be subject to a \$200.00 restoration charge. In addition, actual clean-up and repair costs will be assessed.

General Consequences

When a student's behavior or attitude violates school standards, various types of discipline are applied that increase in severity depending on the frequency or severity of the misbehavior. These may include biblical counseling, loss of recess, light manual labor (sweeping, picking up trash, pulling weeds, etc.) detention, other assigned duties, parent conference, probation, temporary suspension, and as a last resort, expulsion. Teachers and staff have authority to reprimand students, to counsel with them, and to assign students a detention. Teachers and staff may refer students to an administrator for chronic behavior violations or if a single offense is particularly serious.

When behavior problems result in the assignment of a detention or are serious enough to warrant a referral to the principal, the teacher will contact the parents so teacher and parent can work together to correct the misbehavior. Teachers are also encouraged to contact parents about problems when discernible patterns appear.

Chronic Behavior: Continued misbehavior after repeated school consequence may require a conference with parents before the child is allowed to return to class.

Middle School (Grades 6-8) Standards of Conduct

In addition to the general standards of conduct, Middle School students must recognize that their conduct is a reflection of the Lord, SCS, their families, as well as themselves, and, as such, they must recognize that they are role models to the younger students. Middle School students at SCS are expected to sign an agreement to abide by the rules of the school with a willing heart attitude.

Middle School Demerit System/Detention

In Middle School, demerits may be issued for unacceptable behavior. The accumulation of demerits results in increasing consequences as listed below. The discipline plan is explained in more detail at Middle School Back to School Night.

Parents will be informed of demerits via email and, if necessary, a conference between the parent and teacher will be setup

Description of More Serious Consequences

The following descriptions are intended to give parents a general idea of the progression of disciplinary consequences, and should not be considered exhaustive. Other consequences (such as restitution) may be selected as more appropriate to the infraction.

Detention

A student in detention remains after school for 15-60 minutes under the supervision of school staff. Students must report to detention on the day assigned unless other arrangements are made with the Principal. Detention will begin promptly at 3:30 PM.

Please note all of the following information regarding detentions:

- a. Parents will be given a one day notice so that after-detention transportation arrangements can be made.
- b. Student will sign in at the school office punctually at 3:30 PM.
- e. Failure to serve an assigned detention will result in additional detentions or other disciplinary consequences.
- f. Subsequent detentions in a semester will result in progressive disciplinary action.

Behavioral Probation

Behavioral probation is a designated period of time assigned to students who fail to meet the standards of the school in their attitude or conduct. A student is placed on behavioral probation for consistent, recurring behavioral problems or for obviously poor attitude demonstrated by a slowness to cooperate with faculty/staff, lack of participation in class work, or negative attitudes towards school policy.

The administration will review the student's progress weekly until acceptable progress has been made. If sufficient improvement is not made in attitude or behavior, the student may ultimately be asked to withdraw.

Suspension: In-House or Off Campus

An In-House Suspension is a measure of time in which the student reports to school under the supervision of school administration while not allowed to attend any classes or participate in any school functions or activities for the period of the suspension. During this time the student will be required to complete all school work and will also have the opportunity to reflect upon the seriousness of his/her actions and take the necessary steps to correct his/her behavior and attitude.

Please note the following information regarding In-House Suspensions:

- a. Students will report to the office punctually by 8:30 AM.
- b. Students will adhere to all aspects of the school dress code.
- c. Students will follow a special schedule for the day, which includes a break and lunch.
- d. Students will not be permitted to have contact with other students.
- e. Failure to adhere to any of the expectations may result in a two-day suspension.
- f. Two In-House suspensions in one year may result in a mandatory three day Off Campus suspension or further disciplinary action.

An Off-Campus Suspension is a measure of discipline in which the student is not permitted to attend school or school functions, either on or off campus, including, but not limited to, athletic practice or games, or be on the school grounds during or after school hours for one to ten days. The intention is to demonstrate the seriousness of the situation by denying students the ability to participate in school daily life and associate with other students. During this time, the student will be given a written assignment designed to help the student to reflect upon the magnitude of his/her actions and take the necessary steps to correct his/her behavior and attitude. Off campus suspension is often the last resort for administration prior to consideration for dismissal from school.

Expectations during Suspension are as follows:

- a. All regular class work is expected to be completed and returned immediately upon completion of the suspension.
- b. Major tests or projects missed during suspension must be made up on the day of return with full credit.

Offenses which may involve Suspensions :

- a. Chronic misbehavior when lesser consequences have had little or no affect.
- b. Forging or using forged notes, lying, cheating, or plagiarism. Ed Code 48900 (k)
- c. Using inappropriate language (vulgarity/profanity/obscenity). Ed Code 48900
- d. Any illegal activity, such as smoking or possession of tobacco, possession of alcohol, stealing or gambling. Ed Code 48900 (h)

- e. Fighting, threatening a teacher, school personnel, or another student, or other violent behavior. Ed Code 48900 (g)
- f. Blatantly inappropriate clothing or appearance; deliberately mocking dress code
- g. Vandalism, pranks, destruction of school or private property. Individuals or campus groups may be subject to a \$200 restoration charge. This includes the fire alarm. In addition, actual clean-up and repair costs will be assessed. Ed Code 48900 (f)
- h. Acts of defiance, either in language or action, or refusing to comply with any reasonable request of a teacher or staff person in or out of the classroom. Ed Code 48900 (k)
- i. Cutting class and/or leaving campus without permission. Ed Code 48260 m.
- j. Ongoing or repetitive harassment, physical or emotional abuse (by words, making fun, picking on, etc.) of another student. Ed Code 48900 (a)

Mandatory Withdrawal

A Mandatory Withdrawal is an action by the administration for the parent/guardian to withdraw the student from the school. After three suspensions within one year, a student may be subject to Mandatory Withdrawal. Mandatory Withdrawal results from extensive misbehavior when means of correction have not been effective, demonstration of poor attitude with failure to change, or a *lack of cooperation on the part of the parent or guardian* to adhere to the obligations, policies, or agreements with the school. It is also understood that if current factual information of the student is not given by the parents at the time of the original admissions interview, the administration reserves the right to dismiss the student. Mandatory Withdrawal is at the discretion of the administration.

At the option of the withdrawing family, a meeting to appeal the Mandatory Withdrawal will be held with the school board. Such meetings will be scheduled by the school administration and the school board and will be made known to the withdrawing family at least 48 hours prior to the meeting date.

Expulsion

Expulsion is the immediate dismissal from school for very severe behaviors. Expulsion is at the recommendation of the administration and the discretion of the school board.

Offenses which may result in expulsion which include but are not limited to:

1. Possession or use of illegal drugs or alcohol both on campus and off campus, or possession of illegal drug paraphernalia. Ed Code 48900 (j)
2. Carrying weapons or using instruments to do bodily harm. Ed Code 48900 (b)
3. Sexual immorality.
4. Striking a teacher or other school personnel. Ed Code 48900 (a) (2)
5. Involvement in gang activity. Ed Code 48900 (a-1)
6. Conviction of/or known involvement in criminal activity.
7. Extreme vandalism. Ed Code 4800 (f)

