

STUDENT LIFE

Handbook



Version 7.0

The following guidelines are designed to assist you in student life at Summit. Upon reading the Student Handbook, students are asked to sign the agreement, located in the back of the handbook, signifying that they agree to abide by the stated guidelines while enrolled. We appreciate your cooperation in abiding by these guidelines.

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Welcome to Summit!

We as your staff and faculty are thrilled to have you. Your enrollment here has made you a partaker in a wonderful spiritual heritage that God has been building since 1994. This school, its structure, and its workers are all here to aid you in becoming everything God has called you to be in Christ.

Summit is unique in that its standards and practices are designed to create an atmosphere that shuts out everyday distractions like social media and dating, to enable you to pursue deeper intimacy with Jesus and move you toward the school's threefold goal:

1. To see young men and women brought into spiritual freedom by teaching them their spiritual inheritance in Christ.
2. To see young men and women become entirely useful in God's Kingdom by helping them discover their callings and gifts.
3. To see young men and women trained into a mobilized spiritual army by cultivating a passion for intercessory prayer and evangelism.

This handbook has been written to help you understand what those guidelines are, as well as to clarify more fully what is expected of a Summit student.

Our students come from various cultural, social, and even language backgrounds, so you will most likely find certain aspects of Summit to be different from what you are used to. Whatever the case might be, we respect who you are. We also believe *you* will learn more about who you are as you learn more about who God is. Summit's values and traditions are meant to help prepare you for your future by instilling character and discipline. Our hope is that you as individuals and as a student community will reap the benefits of your two years at Summit and go forward into what God has for you here.

As you review this handbook to understand what is expected of Summit students, please know that you can expect the Summit faculty, staff, and advisors to believe in you and help in every way possible. That is our commitment to the Lord and to you. May God bless the journey we will all be taking together this year!

With Great Expectations,



Dr. Teresa Conlon
President

I. Spiritual Life

A. “Unplugged”

One of Summit’s most defining characteristics is the way our students “unplug” from their smartphones and other digital devices. The time away from the constant barrage of digital distraction in our culture allows students to develop spiritual discipline and connect with God through prayer and study of the Word.

Students are asked to leave their smartphones and digital devices (“unplugged items”) at home, or to submit them to the office at a scheduled time during Orientation. Students will be able to retrieve their unplugged items for vacations and Getaway Weekends. Items are securely stored in our office building; however, any items submitted to the office are done so at the student’s own risk.

B. Personal Devotions

A major emphasis at Summit is for students to cultivate a life of prayer and personal devotion. In order to assist the student in this, the following guidelines have been established:

- Students are expected to spend one hour in personal devotions each morning, Monday-Friday, before classes start at 8:15am. There is no set time to complete devotions on Saturday or Sunday.
- Each student’s devotional time should be spent alone, seeking God through prayer, reading the Bible, journaling, etc.
- The Manna House foyers and cafeteria are open for the students to use for devotions.
 - The upstairs foyer will be available for the women.
 - The downstairs foyer will be available for the men.

C. Chapel Services

Chapel services are held Tuesday through Friday at 11:00am. Students hear from the staff, each other, and guest speakers from around the world. Attendance is taken by the Resident Advisors before each chapel service. During chapel, women are asked to sit on the left side of the sanctuary and men are asked to sit on the right side. There is no Friday chapel service on Getaway Weekends.

D. Personal Chapel & Class Prayer

Similar to the morning devotional time, Personal Chapel is for students to spend time alone with God. Students are free to find a place on campus that will help them utilize this time.

Class Prayer is when each class meets with their Class Advisers for a time of prayer and encouragement in the Word.

The schedule for Personal Chapel and Class Prayer will be posted on the Student Portal for the student’s reference.

E. Summit Community Church Services

Students will join Summit Community Church for the Sunday service. Attendance at Sunday morning service is required. This service is open to the public and students are encouraged to fellowship with the local community. Students may sit anywhere in the Sanctuary. Thursday Family Night is optional for students to attend. The service times are as follows:

- Sunday Church Service: 10:00am
- Thursday Bible Study: 7:00pm (optional)

F. Revival Prayer Meeting

There is an optional student-led prayer meeting in the Campus Center every morning from 6:30am-8:00am. The focus of this time is to pray for spiritual revival in the nations.

G. Fasting

Summit recognizes fasting as a legitimate, needful, and biblical practice. There will be times when students and staff engage in corporate fasting. Students with health issues that would prevent them from fasting should notify the Student Life Director. If students choose to fast for personal reasons, they are asked not to exceed three meals in a week.

II. Academic Life

Summit's academic life is an exciting time for students to dig deeper into the Word of God. Classes are designed to help students grow in their knowledge of God, to cultivate a biblical worldview, and to enable them to lovingly and effectively minister to others.

A. Assignments

All assignments are due when specified by the instructor. If they are submitted any time after the designated deadline the student will automatically receive a 25% reduction in the total possible grade for the assignment. Any assignments turned in after the day the assignment is due will receive a zero. In the case of a serious illness or emergency, the student is responsible for making necessary arrangements with each instructor as to an appropriate time to hand in the assignments. The student will have three business days after returning to classes to make these arrangements.

B. Quizzes & Course Exams

If a student has missed a quiz or exam because of an absence, it is the student's responsibility to reschedule the quiz/exam with the instructor. The student will have three business days after returning to classes to make these arrangements. If the student has not done so by the end of the three days, the student will receive a zero for the quiz/exam.

C. Final Exams

Students are required to take final exams as scheduled. Should a student have a valid need to reschedule a final, they must submit a written request explaining the circumstances to the Academic and Student Life Offices at least **two** weeks prior to the date of the scheduled exam (with specific dates and times). It is to be noted that the written request is not to be construed as permission to miss the exam; it is simply a request. If permission is granted, the student must reschedule the final with the instructor, and will be charged a \$100 adjustment fee per exam paid in cash or check to the finance office before that exam. If said student does not turn in a written request, as stated above, they will not be permitted to reschedule the exam and will receive a failing grade on any exam missed (no adjustment fee charged).

D. Add/Drop Elective Policy

Students may add or drop an elective course during the first week of any semester. The cut-off date for any changes will be the first Friday of the semester. Add/Drop forms are located on the Student Portal and permission must be obtained from the Academic Department **before** a student can change their elective.

E. Course Schedule Changes

Summit's faculty members reserve the right to make minor changes in the course and assignment schedule as the course evolves. Any changes made will be announced in class and reflected in the Student Portal version of the syllabus as expeditiously as possible.

F. Grading System

The grading system at Summit is as follows:

A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

G. Academic Status

Academic status is determined by the student's cumulative grade point average calculated on the basis of all academic work. Students must maintain a minimum grade point average of 2.0 to be in good academic standing. If the student does not remain above a 2.0 average, the student will incur the following:

1. Academic Risk

Students who fail to meet the minimum grade point average of 2.0 within any course during a semester will be considered on *Academic Risk*.

2. Academic Alert

Any student will be considered on *Academic Alert* at the end of any semester in which the student's cumulative and/or semester grade point average falls between a 2.0 and 2.225. This alert will serve as a caution that the student is in danger of falling below minimum academic standards.

3. Academic Probation

A student is placed on *Academic Probation* at the end of any semester in which the student's cumulative and/or semester grade point average falls below a 2.0. Removal of *Academic Probation* will occur when the student's grade point average reaches 2.0 or above.

Students on *Academic Probation* will be assigned a tutor and/or time to study. Depending on the length a student might be on *Academic Probation*, he/she might be limited or ineligible to participate in certain Ministry Outreach or Student Life activities.

4. Academic Dismissal

A student may be subject to *Academic Dismissal* for failure to meet the grade point average requirements for more than two consecutive semesters, or for failing multiple courses per semester. Failure to meet the required scholastic guidelines might be grounds for *Academic Dismissal*.

H. Graduation Requirements

- Completion of all required core curriculum classes with a cumulative grade point average of 2.0 or above.
- All financial obligations to Summit are to be paid in full. The student's diploma, and official transcripts of the student's academic record will not be issued until all financial obligations are paid in full.

I. Academic Integrity

Students are expected to be honest in fulfilling all academic requirements and assignments. As Christians, students have chosen to worship God with all of their heart, soul, and mind (Matt. 22.37). This means that every student must have integrity, not only in their Christian service and lifestyle, but also in their academic pursuits. Therefore, any form of cheating or academic dishonesty will not be tolerated.

This pertains to exams, course work, essays, and any other assignments given by the instructors. Dishonesty includes, but is not limited to, cheating on assignments or exams, plagiarism, or intentionally destroying another student's work. Dishonesty will result in a failing grade in that particular assignment and/or course and further disciplinary action may be considered by the Academic Department. Please note the following definitions:

- Plagiarism: the copying or paraphrasing of any part of another individual's work without appropriate citation.

- Cheating: the giving or receiving of information dishonestly. Examples of cheating include:
 - Using unauthorized notes or other material when taking an exam.
 - Having another person do his/her work and submitting it as his/her own.
 - Copying answers to exam questions.
 - Obtaining unauthorized copies of exam questions from any source.
 - Aiding another person in obtaining unauthorized copies of an exam.

J. Absences

Class attendance is a very important part of academic life at Summit. Students are expected to attend all of their classes. In the case of illness, an emergency, or other unavoidable circumstances, students are asked to adhere to the following protocol:

Students are permitted no more than one absence for each unit of a given course per semester (example: course “z” is 3 units, therefore, no more than 3 absences are permitted). For 3 unit courses meeting 90 minutes in length, only 2 absences will be permitted per course. For each absence that is over the limit, a student will receive 3 points off of their final course grade. Should a student be absent for 20% or more of total course hours, the student will be subject to a failing grade for the course.

1. Off-Campus Absence

Students may be granted permission to be excused from classes due to emergencies, illness that requires one to go home, doctor’s appointments, death in the immediate family, a special event, etc. Students must fill out and submit the “Off-Campus Absence Form” on the Student Portal (instructions are listed on the form).

- **Note:** Off-Campus Absence Forms must be submitted to the Academic Department for approval *at least one week* before the absence (exceptions are made in the case of an emergency). Permission is given on a case-by-case basis. Students should wait to make plans until approval has been granted.
- These absences will be counted towards the overall student allowance for absences.
- Students who leave early/return late from Getaway Weekends, breaks, holidays, or beginning/end of semesters, without obtaining prior permission, will receive 6 points off of their final course grade for each class missed for that particular course.

A student missing two consecutive weeks of classes will be requested to withdraw for the remainder of the academic year due to the amount of class time that has been missed. If a student leaves due to an extended period of illness, the student will need to submit a doctor’s note stating they are physically able to return for the following academic year. Extenuating circumstances will be taken into consideration by the Office of the Dean.

K. Tardiness

Students are expected to be on time for classes. The instructor will take roll at the beginning of class. If a student is not in their seat at the beginning of roll call, they will be marked late. A half-point will be deducted from the student’s final grade for each instance of unexcused tardiness. If a student arrives to class 10 minutes late or more, this will be counted as one of the student’s absences for the course.

L. Student Withdrawal

If a student withdraws from the school or is released by the school within the first month, they will be refunded 50% of their room and board. Tuition is nonrefundable. If a student withdraws from school or is released by the school in the second month, they will be refunded 25% of their room and board. There will be no refund given after the second month. Any refund will be mailed to the student's home within two weeks of the withdrawal date.

Any student that withdraws from the school will not be reconsidered for enrollment until the following school year. If at that time the former student wishes to return, they must reapply for enrollment.

M. Transcripts

Summit provides official and unofficial transcripts for graduates. Official transcripts are those that have been stamped with the school seal and mailed directly to other schools, businesses, ministries, or organizations. Unofficial transcripts are not stamped with the school seal and are given directly to the student by written request. Students and graduate will only be given a transcript if all outstanding monetary obligations have been paid in full. Transcripts may be requested through the Registrar's office. There is a \$25 processing fee for the initial transcript issued. Additional copies are \$5 per copy.

N. Lancaster Bible College Simultaneous Enrollment

Summit students may choose to register for LBC/Summit *Simultaneous Enrollment* with the following stipulations:

- *Simultaneous Enrollment*, leading to an Associate Degree from LBC, includes taking five additional courses from LBC in addition to the Core and Elective Curriculum of Summit (13 Summit Core units + 3 Summit Elective units + 3 General Education LBC credits = 19 units/credits per semester). Summit students will take three LBC courses on Summit's campus and two online courses during their summer break. *Simultaneous Enrollment* can also be used by students to begin LBC's online Bachelor's degree. A specific curriculum will be tailored for each applicant and LBC-Summit's campus courses offered may also be taken for those working towards that degree.
- Freshmen students are able to begin the LBC enrollment process during their fall semester and take their first LBC course beginning in the spring semester. An online application is located on the Student Portal and should be turned into the Summit Academic Office along with the \$35 Summit *Simultaneous Enrollment Fee* (which includes the official Summit transcript at graduation) **before** any LBC application is submitted to Lancaster Bible College. The LBC application process is explained here: www.lbc.edu/summit.
- While living on Summit's campus, *Simultaneous Enrollment* students may not take a completely online course during the Summit semester, whether from LBC or any other institution. LBC's online courses for *Simultaneous Enrollment* are offered over the summer. Once a student's Summit studies are completed, the *Simultaneous Enrollment* student may continue with LBC and may then take online courses throughout the year, or evening courses as a commuter, or by transferring as Juniors to LBC's traditional undergraduate program.
- Summit Alumni may enroll in LBC's Traditional or Accelerated program. Scholarship and enrollment information is explained here: www.lbc.edu/summit.
- Students may enroll in *Simultaneous Enrollment* at any point during their enrollment at Summit and continue with the online courses from Lancaster Bible College following their graduation from Summit. They will not, however, receive the Associate Degree at the time of Summit's graduation unless they follow the schedule

outlined above.

O. Intellectual Property Policy

No posted class notes of classes from Student Portal or Quick Schools programs taught at Summit International School of Ministry are permitted to be downloaded and/or distributed. Due to privacy rights, material is the property of Summit and students may only use these resources while enrolled.

III. Student Life

A. Office Hours

The office is open Monday-Friday: 8:30am–5:30pm. Students may come to the office at any time during work hours. Please check in with the receptionist upon arrival for assistance or before proceeding to any appointments.

B. Staff & Faculty

Staff members at Summit are available for students if they have questions or need assistance with anything. Please do not hesitate to seek advice or counsel.

Each week staff members are assigned to oversee the campus and handle any issues that may arise. If there is an emergency, please contact these designated staff members. The Campus Watch contact number is located above the dorm phones. The Campus Watch rotation is posted on the Manna House announcement screens.

Out of respect for the privacy of the staff, please do not go to their homes uninvited, except in the case of an emergency.

C. Class Advisers

Each class is designated two staff members who provide guidance and encouragement in order for the students to gain the most out of their time here. Advisers are also available to counsel and pray with members of the class at the student's request. The Class Advisers will also work with the Student Council in planning various activities throughout the year.

D. Student Council

Each freshman class will have the opportunity to nominate and vote for its own Student Council in November. A Student Council consists of a President, Vice President, Activities Directors (male and female), Secretary, and Treasurer. The Student Council works with the Class Advisers and the Events Director in planning events throughout the school year. In addition, Student Council members will meet with the Student Life Director to offer suggestions to improve the Summit experience for all.

Freshmen nominate members of their class for each position. Those elected will remain in office for two years.

- Nominations are accepted and approved based on the following criteria:
 - Consistent Christian character
 - Desire and willingness to serve

- Grade point average of at least 2.0
- Commitment and adherence to the standards of Summit
- Not on any disciplinary probation

E. Dress Code

The overall objective of the dress code at Summit is modesty and discretion. Below is a detailed description of the dress code:

1. Classroom and Chapel Attire

During classes and chapel services students wear uniform colors: **blue, black, grey, khaki, brown, and white.**

- Women:
 - Skirts should be solid in the uniform color and knee-length
 - Blouses should be solid (not transparent) in the uniform color, long-sleeve or $\frac{3}{4}$ sleeve blouse with collar
 - If needed, camisole or tank top under blouse
 - Sweaters, cardigans, or vests, in uniform colors, may be worn over blouses (no hoodies/sweatshirts)
 - Solid nylons or tights are to be in uniform color, if one chooses to wear them with their uniform
 - Professional, solid, closed toe or peep toe dress shoes
- Men:
 - Dress pants should be solid in the uniform color
 - Dress shirts should be solid in the uniform color, long-sleeve with collar
 - Sweaters, vests, or cardigans, in uniform colors may be worn over dress shirts (no hoodies/sweatshirts)
 - Conservative tie
 - Professional dress shoes

2. Sunday Morning Church Service Attire

- Women:
 - Women's attire for Sunday morning church service is dress pants (no jeans), skirt or dress (knee-length), dress shirt, and dress shoes.
- Men:
 - Men's attire for Sunday morning church service is dress pants (no jeans), dress shirt, tie (optional), and professional dress shoes.

3. Casual Attire

- Men & Women:
 - Jeans (in good repair: no holes, rips, tears, or excessive fraying), cargo pants, wind pants, etc.
 - Capris, knee-length shorts
 - Sweatshirts, t-shirts, etc. (tank tops/sleeveless shirts are not permitted outside the dorm)
 - Sneakers, sandals, etc.

All clothing should be modest and loose fitting. Please refrain from wearing pajamas or sweatpants with writing on the backside outside of the dorm. Yoga pants or leggings may only be worn with a loose top that is longer than mid-thigh.

4. Gym Attire for Men and Women

- Gym-appropriate shoes (no dress shoes)

5. Miscellaneous Attire Guidelines for Men and Women

- Men & Women:
 - Hair neatly kept and clean with no extreme styles or colors
 - Hats are not permitted in the classrooms, cafeteria, and chapel
- Men:
 - Facial hair neatly kept
 - Nothing worn in piercings
- Women:
 - Single piercing in the ears

Ladies' Dress Code

Clothing	Class/Chapel	Sunday AM	Platform	Casual	Sports
Blouse (collared, solid, uniform color, ¾ or long sleeve)	Yes	Yes	Yes	Yes	N/A
Camisole/tank top	Under blouse as needed	No	No	No	No
Skirt (solid, uniform color, knee-length)	Yes	Yes	Yes	Yes	N/A
Sweaters, cardigans, vests	Yes (uniform color)	Yes	Yes	Yes	Yes
Suit jackets	Yes (uniform color)	Yes	Yes	Yes	N/A
Nylons/tights (not required)	Yes	Yes	Yes	Yes	N/A
Non-uniform Blouses (no sleeveless; cap sleeves permitted)	No	Yes	Yes	Yes	Yes
Non-uniform dresses/skirts (knee-length)	No	Yes	Yes	Yes	N/A
Dress slacks	No	Yes	No	Yes	Yes
Dress shoes	Yes (professional, solid, closed/peep toe only)	Yes	Yes (professional, closed/peep toe only)	Yes	No
T-shirts	No	No	No	Yes	Yes
Hoodies, sweatshirts, track/denim jackets, fleece	No	No	No	Yes	Yes
Jeans (in good repair: no holes, rips, tears, excessive fraying)	No	No	No	Yes	Yes
Cargo pants, wind pants, capris (knee-length)	No	No	No	Yes	Yes
Sweatpants, shorts (knee-length, no writing on backside)	No	No	No	Yes	Yes
Stretch pants/leggings alone	No	No	No	No	No
Sneakers/sandals	No	No	No	Yes	Yes (Gym-appropriate)
Casual flats	No	No	No	Yes	Yes
Flip flops	No	No	No	Yes	Yes
Coats	N/A	Yes	N/A	Yes	Yes
Hats	No	No	No	Yes (not in cafeteria)	Yes

Men's Dress Code

Clothing	Class/Chapel	Sunday AM	Platform	Casual	Sports
Collared, long-sleeve dress shirt	Yes (uniform color)	Yes	Yes	Yes	N/A
Tie (conservative)	Yes	Yes (optional)	Yes (optional)	Yes	N/A
Dress slacks	Yes (uniform color, solid)	Yes	Yes	Yes	N/A
Suits	Yes (uniform color)	Yes	Yes	Yes	N/A
Sweaters, cardigans, vests	Yes (uniform color, solid)	Yes	Yes	Yes	Yes
Dress shoes	Yes (professional)	Yes	Yes (professional)	Yes	No
T-shirts	No	No	No	Yes	Yes
Jeans (in good repair: no holes, rips, tears, excessive fraying)	No	No	No	Yes	Yes
Cargo pants, wind pants, capris (knee-length)	No	No	No	Yes	Yes
Sweatpants, shorts (knee-length)	No	No	No	Yes	Yes
Hoodies, sweatshirts, track jackets, fleece	No	No	No	Yes	Yes
Sneakers/sandals	No	No	No	Yes	Yes (Gym-appropriate)
Casual flats	No	No	No	Yes	Yes
Flip flops	No	No	No	Yes	Yes
Coats	N/A	Yes	N/A	Yes	Yes
Hats	No	No	No	Yes (not in cafeteria)	Yes

F. Music

At Summit, students are asked to be “unplugged” from various forms of media during their time on campus. However, we also understand that music is an influential and important part of our lives as Christians. We have endeavored to provide music in certain areas including the Chapel, the Gymnasium, and Rooster’s. With students coming from various denominational and cultural backgrounds, we understand that preference of music can vary according to an individual’s personal taste and style. Summit reserves the right to determine whether or not any music played on campus is reflective of its heart and values.

Students are welcome to use their own instruments from home while at Summit. Amplifiers and any instruments requiring their use are permitted, but students are asked to use headphones to respect the quiet of certain areas of the campus (e.g. dormitories).

Students will have opportunity to take part in the Music Department including participation in weekly chapels as well as off-campus events. It is important to us that students have ample time to acclimate to Summit, as well as take time for spiritual development. Freshman students will be limited in the amount of public music events they can participate in until the second semester of their freshman year. (For example, a freshman may be allowed to perform a special song during a school event, but may not lead worship during their first semester).

G. Relationships

The purpose of Summit is to provide an environment where students can cultivate an intimate relationship with God in an unhindered way. For this reason, we expect students to forego pursuing all romantic relationships during their time at Summit. As wonderful as godly, romantic relationships are, Summit’s desire is to grant its students the opportunity to focus on their relationship with Christ *first*

While at Summit, men and women should always fellowship in groups of at least three. If students go for walks off campus together, they are asked to maintain groups of at least five, with at least two of one gender in the group. A male and female student should never be alone together on campus, or correspond with each other via phone, writing notes, or email. There should be no physical contact between male and female students.

If a student becomes engaged to be married while attending Summit, it will be considered a withdrawal from the school. It is the students’ responsibility to notify the Student Life Director of this change.

H. Married Students

Summit students who are married must be able to live with their spouse and/or family (on or off campus) during their time of enrollment. Potential exceptions to this will be considered on a case-by-case basis.

- Married students:
 - May have and use unplugged items. These items cannot be used during classes or chapel services. Married students cannot allow other students to use their unplugged items.
 - May own and use vehicles while at Summit. The parking fee is waived for married students.
 - May fellowship with other students on campus, but students may not visit the married students in their home or go off campus with them in their vehicle.
 - Are not permitted to be in the dorms after lights out.
 - May go to all meals available in the cafeteria.
 - May work to meet expenses; however, their job should not interfere with student obligations.
 - May bring their spouse and/or family to chapel services if so desired.

Summit does not provide childcare for married students with families.

I. Outreaches

All students are involved in weekly outreaches to the surrounding communities. Attendance is taken during weekly planning meetings as well as when students go out into the community.

Student outreach involvement is evaluated each semester by the Outreach Department. These evaluations will be based on areas including, but not limited to: punctuality, positive attitude, and dependability. This will be used to help determine their eligibility for Summit's postgraduate internship program.

J. Campus Service

Part of Summit's training for its students is to instill character and discipline. To aid in reaching this goal, each student will assist in maintaining a clean campus. Students are assigned to clean various parts of the campus facilities three times per week for approximately an hour in length.

K. Disciplinary System

The staff and faculty at Summit are committed to the spiritual formation of their students. At times, correction will be a necessary part of that spiritual formation. Any disciplinary action taken by Summit's Student Life Department is done with a heart that sincerely desires to see our students grow in their Christian walk.

To aid in fulfilling this commitment, the honor point system has been developed to provide correction in a fair way to all. Students begin every school year with 25 honor points. Students may lose honor points throughout the year by not honoring the standards and practices of Summit International School of Ministry. If a student loses all 25 honor points in a year, it will be grounds for dismissal. Infractions vary in severity, ranging from minor infractions to major infractions. The following are a few examples:

1. Minor Infractions

Each student will receive a verbal and/or written warning by a Resident Advisor or by the Student Life Director before disciplinary action is taken due to a minor infraction. If a student must be addressed a second time for the same rule after a warning has been given, they will lose an honor point. Any further correction regarding the same rule will be accompanied by a consequence deemed appropriate by the Student Life Director and a further loss of honor points.

- Some minor infractions include (but are not limited to) the following:
 - Food in dorm rooms
 - Staying outside past curfew
 - Not honoring lights out
 - Failure to keep room clean
 - Multiple occurrences of tardiness to Chapel, Church, Campus Service, or Outreaches
 - More than three occurrences of unexcused tardiness to Chapel/Church
 - More than two occurrences of unexcused tardiness to Campus Service
 - More than two occurrences of unexcused tardiness to Outreaches
 - Failure to return on time from Getaway Weekends/vacations
 - Dress code violations

2. Moderate Infractions

A student may or may not receive a warning before losing honor points if the infraction falls in the moderate category. A student will automatically lose a minimum of two honor points depending on the nature of the infraction. If a student continues to break the same rule, they will continue to lose two honor points for each offense.

- Some moderate infractions include (but are not limited to) the following:
 - Multiple minor infractions
 - Multiple occurrences of tardiness to Chapel, Church, Campus Service, or Outreaches
 - Multiple absences to Chapel, Church, Campus Service, or Outreaches
 - More than four absences to Chapel/Church
 - More than three absences to Campus Service
 - More than three absences to Community Outreach Activities
 - Failure to turn in unapproved items at the specified times
 - Disrespecting staff and/or student leaders (RAs, Campus Service Managers, etc.), either verbally or with inappropriate behavior
 - Continued exclusive contact with a person of the opposite gender

When a student must be addressed for a moderate infraction, they will receive a loss of honor points along with a consequence deemed appropriate by the Student Life Director.

- Consequences may include, but are not limited to:
 - 1-3 hours of work detail (e.g. assisting Maintenance or Campus Service departments)
 - Remaining on campus for the weekend (no shopping or other outings)
 - Removal from extracurricular responsibilities/activities, such as student clubs, choir, praise and worship team, ushering, Rooster's staff, etc.

3. Major Infractions

A major infraction could merit a deduction of 12-25 honor points, or dismissal.

- Some major infractions include (but are not limited to) the following:
 - Repeated minor or moderate infractions
 - Slander
 - Smoking
 - Possession or usage of music with explicit language and content
 - Using inappropriate/profane language, including discriminatory remarks against race, gender, etc.
 - Pursuing a romantic relationship while on campus
 - Sexual misconduct (e.g. harassment, inappropriate contact/dialogue, fornication, etc.)
 - Use of drugs or alcohol
 - Physical assault on a student or a staff member
 - Possession and/or usage of pornography
 - Participation in occult practices and/or possession of occult literature
 - Insubordination to staff members
 - Issues arising from behavior contrary to our Statement of Faith

Warnings and loss of honor points from the first semester will be carried over to the second semester.

L. Dorm Life

1. Resident Advisors

Resident Advisors are students who have applied and been selected to act as a liaison between the student body and the staff. Their responsibility is to cultivate a strong sense of community in each dorm. RAs work with the Student Life Director to ensure Summit guidelines are followed and act as an advocate for students. RAs are available to assist students in problems associated with college transition, relational issues, homesickness, stress, etc. They are the key student contact in emergency response situations. They play an integral part in leading Summit's Discipleship Groups during the year.

The RAs are responsible for supervising the care of the dorms and making sure they are properly maintained. They assist with checking students into the dorms at the beginning of the school year, and with checking out at the end.

2. Discipleship Groups

Discipleship Groups, or "D-Groups," are held every Wednesday from 7:00-8:30pm. D-Groups are separated by gender. They are led by an RA and a Summit staff member serving as the D-Group Leader. The goal of D-groups is to create an atmosphere of openness and growth for each individual student, as well as to foster a strong sense of community.

Throughout the semester, regular D-group meetings will be occasionally replaced with special men's/women's events featuring guest speakers, staff discussion panels, or other great mediums for learning and discussion. These times will provide students with the opportunity to corporately gain a better understanding of God's design for them as men and women created in His image.

3. Dorm Room

Students are asked to keep their rooms presentable and clean. Students will be responsible for conducting a thorough cleaning of their rooms every week. Students are expected to have their rooms clean by 8:00pm on Sunday or by 8:00pm on Monday, whichever is more conducive to their schedules. RAs will check the rooms to make sure they are clean and presentable.

Students are asked to not store exercise equipment in their rooms, with the exception of push-up and pull-up bars. Pull-up bars that must be tightened into the doorframe, however, are not permitted. Students may have guitars, keyboards (please use headphones), and other instruments in their rooms. To be considerate of others, please do not play instruments before breakfast or during the quiet hour (see Section III., L., #4, on page 15).

Students may use "Summit-approved" sticky-tack to hang posters and pictures on their walls. This sticky-tack will be available for purchase at Summit. Students are asked to not use their own sticky-tack as some brands remove paint from the walls. Please do not hang anything from the light fixtures.

Summit reserves the right to determine if the content of any posters or pictures in its dorms are in accordance with its standards and goals, and may have the student remove them, if deemed necessary.

Please treat the dorm furniture with respect and care. Students are asked not to rearrange their room furniture, in order to prevent damage to dorm rooms and/or furniture.

Please have blinds closed when it is dark outside, as anyone walking outside will be able to see inside the room. When opening windows please make sure that they are open the same distance, as this will help to prevent damage due to high winds. Windows are only to be opened while the student is in their room. Windows should be closed during inclement weather.

If a maintenance repair is needed in the dorm room or in the dormitory itself, students are to submit a request via the Student Portal. If an emergency repair is needed, please notify the office or Campus Watch personnel as soon as possible.

4. Wake Up/Lights Out

Wake up time is 6:00am Monday-Friday. There is no set wake up time on Saturday or Sunday. Students are only asked to be on time for Summit Community Church's Sunday morning service.

Students may go outside after 6:00am and should be in their dorms by 9:00pm.

All lights must be out by 10:15pm Sunday-Thursday, and by 11:00pm on Friday-Saturday. With the exception of the lounges, dorm quiet hours begin 1 hour before lights out and end by morning class time.

5. Food

Non-perishable food and drinks are permitted in the dorm rooms, under the following conditions:

- Drinks should be kept in a cup with a lid.
- Non-perishable food items should be kept in a sealed container.

Perishable items may be stored in the lounge refrigerator, but may only remain for up to two weeks. Please have these items clearly labeled with name and date. Please be considerate of others when storing food in the refrigerator as space is limited.

Students with health issues who require a refrigerated supplement must notify the Student Life Director.

6. Illness

Students who fall ill are asked to fill out a Sick Notice form so the Kitchen, Outreach, Campus Service, and Student Life Departments can be notified. This form is located on the Student Portal. Students who are sick are asked to follow these procedures:

- Please submit the form as soon as possible, especially if a daily duty will be missed (i.e. Outreach, Campus Service, etc.). If a student is unable to fill out the form, they should have their roommate or RA do it for them.
- Sick students should ask a roommate or classmate to retrieve food the kitchen has prepared for them.

If a situation arises in which a student may need to see a doctor, students may schedule necessary appointments from a dorm or office phone. Summit will provide transportation in such cases, but a small fuel fee will be required.

7. Small Appliances

Coffee pots and hot water dispensers will be provided in the dorm lounges. Fans, hairdryers, curling irons, clocks, electric razors, and lamps may be used in the dorm.

8. Bathrooms

Students should always clean up after themselves. In order to avoid staining the sinks, we ask that students dye their hair at a salon or while off campus.

9. Laundry

A laundry room is located in each dorm. Each student will have a designated laundry time; the schedule for laundry will be posted in the laundry room. In order to help conserve water please make sure each load is full.

All laundry soaps, softeners, etc. are to be kept in the dorm's laundry room with the student's name clearly marked on them. Laundry pods are recommended for use with the machines.

Ironing should only be done in the laundry room. Please unplug irons when not in use.

10. Phone Usage

There are phones located on each floor of the dorms for students to use. A calling card is required to make a call on the dorm phones. Please be respectful while using the phone as they are shared. If there are students waiting in line, phone conversations should be kept to 30 minutes.

11. Lounge Computers

Computers have been provided in each dorm for academic use; this includes: homework, research, and communication with staff and faculty. Please do not attempt to alter the computer's configuration in any way as to have it perform any additional tasks such as playing videos or music, viewing pictures, instant messaging, web surfing, or related activities. To conserve toner, students should print only completed assignments required for their respective courses. Students will need to provide their own paper in order to print their assignments

Each student is given access to 1 TB of storage via OneDrive. This is to store all Summit-related files. Files stored on OneDrive can be accessed anywhere on campus or around the world via the Student Portal. Upon graduating from Summit, each student is responsible for retrieving any desired personal files, as they will be deleted after Graduation Day. Simply move files to a personal storage device prior to graduation.

Food and drinks are not permitted around or while using the computers. All computers need to be properly shutdown before lights out each day. When shutting the computer down, please do not use the power button to turn it off as that could cause problems to the system over time.

Understand that misuse of the computers (which constitutes anything not in keeping with the aforementioned guidelines) can result in their removal from the dorm. Please notify the Student Life Director of any abuses to this privilege.

12. Fire Safety

Exit plans are visibly located in each building. Location of fire extinguishers and first aid kits are also located on the exit plan. The school will have at least one or two drills during the year. Please become familiar with the procedures, fire extinguishers, and the safe areas to report to when an alarm goes off.

In the case of a fire alarm, all students must exit the building and report to their assigned safe area.

13. In Case of an Emergency

In case of an emergency please locate an RA, Campus Watch staff, or any staff available. Emergency phone numbers (police, fire, etc.) are located next to the phone areas in the dormitory.

14. Check-in/Check-out

A student's eligibility for the refund of their \$75 room deposit is determined by the state of their dorm room at the end of the school year. If damages have occurred, students will be charged according to repair costs. In order to receive a room refund, a dorm condition report must be completed by the student. Dorm condition reports are completed upon checking into the dorms. They are reviewed by designated RAs, then signed by the student. Students will fill out the same form again at the end of the year, reporting any new damages. Room deposits can be refunded or transferred to the following year. All areas of the dorm must be left completely empty and clean at the end of the year.

M. Facilities

1. Baseball Diamond & Soccer Fields

The baseball diamond and soccer/football fields are on the east side of the campus near the pavilion and Campus Center.

2. Cafeteria

The cafeteria is only open during mealtimes. Due to sanitary and safety requirements, students are only to go in the kitchen area as directed by kitchen staff. Closed-toed shoes are required while assisting in the kitchen area. Please do not remove dishes or food items from the cafeteria.

Students are asked to maintain a quiet atmosphere during breakfast as some students use the cafeteria for personal morning devotions.

Meal times are as follows:

- Monday–Friday:
 - Breakfast: 6:30am–8:00am
 - Lunch: 12:30pm
 - Dinner: 5:30pm
- Saturday:
 - Breakfast: 8:00-9:15am
 - Brunch: 11:00am (once a month)
 - Lunch: 12:30pm (if it is not a brunch week); Getaway Weekend: 11:00am

- Dinner: 5:00pm
- Sunday:
 - Breakfast: 8:00-9:15am
 - Lunch: 12:30pm
 - Dinner: 5:00pm

3. Campus Center

The Campus Center houses Rooster's and is a place for students to hang out and participate in school-sponsored events. Its hours of operation will be posted on the Student Portal.

4. Classrooms

- Drinks (coffee, tea, water, etc.) in a cup with a lid may be brought into the classrooms, but not the library and computer labs. Food and candy should remain outside of all academic rooms.
- Men and women are asked to sit on opposite sides of the classroom.
- The classrooms will only be used for classes.

5. Gymnasium

A full-size gymnasium and small weight room are located in the Manna House. There are designated hours for men and women to use the gym; the hours are posted in the gym and on the Student Portal.

- The following are the guidelines for the gym:
 - Athletic shoes must be worn for activities in the gym (No dress shoes of any kind.)
 - Men should wear shirts at all times.
 - Please do not remove any equipment from the gym without permission.
 - It is the students' responsibility to turn off the lights when finished in the gym area.
 - Please refrain from roughhousing, wrestling, or wild conduct.
 - Bottled water and/or drinks in a spill-proof bottle are permitted.
 - No food in the gym (except for special events).
 - Guys and girls must abide by their scheduled times.
 - Gym must be left in the same order in which it was found.
 - Equipment is to be treated with respect.
 - Only designated students can raise or lower basketball goals and set up volleyball nets. If you would like to be designated, please contact the Sports Department.
- The following are the guidelines for the weight room:
 - No lifting heavy weights without a spotter.
 - No roughhousing, wrestling, or wild conduct in the weight room.
 - Weights are to be put back in the proper place.
 - The weight room should be left completely clean upon exiting.
 - All benches should be sprayed and wiped down after each use.
 - No food at any time in the weight room.
 - Drinks must be in spill proof bottles at all times.

6. Library/Computer Lab

The library is located in the lower level of the Manna House. Books may be checked out when the librarian is present. A maximum of four books may be checked out for three weeks at a time. Extended use fees are charged when items are returned after the due date. The extended use fee is twenty-five cents per day per item.

Reference books and newspapers are available for use in the library, but may not be removed. Computers are also available for student use.

There is to be no food or drink in the library.

Library hours will be posted at the entrance of the library.

7. Rooster's

Rooster's is the campus coffeehouse where students have the opportunity to purchase Summit gear, coffee, tea, pastries, and snack foods.

8. Running Track & Fire Pit

A gravel running track encircles the pond in the southeast corner of the campus. The track may be used from sunrise to sunset.

Next to the track is a fire pit where bonfires are frequently held. Students are to obtain permission from the Student Life Director before using the fire pit.

9. Sanctuary

The sanctuary is open for Chapel, Church services, and listed prayer times. If students need the sanctuary for any other purpose, they are to submit a student request form to the Music Department.

When using the Sanctuary, students are asked to not turn the lights on if they have not been trained to do so as technical malfunctions will occur if the lights are not turned on properly. Students may ask the worship leader, sound technician, or the projector operator to assist them in turning the lights on.

Please do not bring any food, candy, or drinks into the sanctuary. Students should leave personal items in the foyer. Due to copyright laws, services cannot be recorded. Students are asked not to walk through the Sanctuary to get to other areas of the Manna House. Students are to enter the Sanctuary using the main entrance doors rather than the back door.

- Instruments & Sound Equipment
 - The Sanctuary and its equipment are available to students for rehearsals. Students must submit a detailed request form to the Music Department via the Student Portal. They are to submit these requests at least one week in advance. The Sanctuary and its equipment are not to be used outside of normally scheduled times unless permission has been given by the Music Department. There is a piano located in the foyer which is available for student use, so long as there are no ongoing

rehearsals or services in the sanctuary. The piano should also not be played before 8:00 AM as well as 30 minutes prior and after services.

10. Summit Sounds Studio & Computer Lab B (Room M4)

Access to the Summit Sounds studio may be obtained via the Music Department. Students can feel free to contact the Studio Manager if they would like to arrange a tour or schedule a time to go down and participate in a recording session.

Computer Lab B is specifically for students who are taking the Music Technology Electives. All other students must obtain permission from the Academic Department.

11. Swimming Pool

The swimming pool and the fenced-in area around it are closed during the school year and as such are off-limits to students.

N. Student Amenities

1. ATM

An ATM is located in the entryway to the offices and is available Monday-Friday from 8:30am-5:30pm.

2. Deposits

The front office will make cash deposits for students who have an account at Jonestown Bank. Students must mail all other deposits (check or money order) directly to Jonestown Bank. Place signed checks or money orders in a self-addressed stamped envelope with a completed deposit slip.

3. Dry Cleaning

Dry cleaning is available once a month for students. Students are to bring dry cleaning to the front office on the Wednesday before it is scheduled to be picked up (please see Student Portal for dates). Students are to place dry cleaning in a bag with a dry cleaning slip and exact monies in an envelope. Dry cleaning may be picked up the following Friday in the office.

4. Items Left on Campus

In the event items are left behind following a student's departure from Summit, students will have 30 days to arrange for shipment of belongings. If arrangements have not been made, any property left behind will become the property of Summit, and it will be disposed of according to arrangements made by the school.

5. Lost and Found

The Lost and Found is located in the main stairwell of the Manna House. The Campus Service Director will empty the bin once a month. Students are to refrain from leaving unwanted items in dorm areas. It is the student's responsibility to dispose of any unwanted items.

6. Mail

RAs will collect mail from the office Monday-Friday and will disperse it in each person's mail slot located in the dorm. All packages received will be placed at the entryway of the office where students can come and check if they have received a package. An outgoing mail box is located at the student mail boxes. If a student wishes to send a package, they are asked to use clear packing tape to seal the package and a ready-to-scan label with postage.

7. Storage

Storage space is offered to students over the summer for a fee. Storage space is limited, so we offer international students first priority. Afterward, space will be granted on a first-come, first-serve basis. Summit is not responsible for any lost, damaged, or stolen items.

O. Announcements

All announcements will be posted on the Student Portal and/or announcement screens.

P. Student Assembly & Initiatives

Summit is committed to creating an atmosphere that fosters creativity and zeal within its students. As such, students may at times wish to organize clubs, prayer groups, or events that can be open to the student body. While such initiatives are welcome and encouraged, they must be balanced with awareness of the school's very busy schedule so students do not overextend themselves or unintentionally interrupt other obligations. Students are thus asked to consult with the Student Life Director before initiating any formalized groups.

Q. Student Forms

Forms for students can be accessed electronically on the Student Portal. These include: Getaway Weekend forms, IT requests, Sick Notices, Maintenance Request forms, and Doctor Appointment forms. Photocopy and Fax request forms are available in the office.

If a student has any questions and/or requests for a specific department, they can reference the Staff Contact List on the Student Portal as a reference for staff departments and email addresses.

R. Campus Boundaries

- Students are encouraged to enjoy Summit's campus, but please bear the following in mind:
 - Please use discretion when walking the perimeter of the campus as some areas are not visible from the main road.
 - Students are asked not to go behind staff houses.
 - Please stay in the lighted areas after dark.
 - Students may fish in the ponds and utilize the paddle boats (life jackets required). For safety purposes, students are asked not to swim/wade in the pond or walk on the ice.

S. Items not permitted on Campus

- If the following items have been brought on campus, we ask that students please put their name on the items and turn them into the office. These items are not to be stored in the dorms. These items will be returned to the student before Christmas break so they may be taken home.
 - Knives (exception is a handyman pocket tool)
 - Radios/radio clocks
 - Computers
 - CD/Mp3 Players (includes iPods and the like)
 - Cell Phones
 - Electric blankets
 - Hot Plates
 - Small Appliances
 - Playing cards
 - Televisions

T. Student Recreation

Summit advises students to use caution when riding bicycles, skateboarding, or rollerblading. Students are encouraged to wear a helmet. Students are not permitted to wax curbs or deface school property in order to perform tricks.

Students are free to take walks/runs off campus anytime, so long as the following guidelines are met:

- It must be between sunrise and sunset. The area surrounding the campus is not well-lit.
- It must not interrupt any student obligations/commitments (i.e. Classes, Chapel, Church, Campus Service, Outreaches, etc.)
- Because students do not have cell phones, off-campus ratio must be observed (see page 16 for details).

U. Weekends

Each week a staff member will be assigned to campus watch. They will be available to attend to any needs that may arise.

1. Getaway Weekend

Once a month is Getaway Weekend where students may leave campus for the weekend and enjoy some time away. Dates for Getaway Weekends will be posted on the Student Portal. Students can leave on Friday morning after Campus service, and return by 9:00 pm that Sunday night. Students should keep returning car rentals, bus schedules, etc. in mind in order to return on time.

A Getaway Weekend form must be filled out via the Student Portal so the necessary staff can be aware of who will be on campus for the weekend. All forms must be submitted by the Wednesday preceding the Getaway Weekend.

Unplugged Items will be distributed to those students who are leaving campus for the weekend. Students are responsible for dropping their *Unplugged Items* to the office the Monday after Getaway Weekend. All *Unplugged Items* must be submitted before the first class of the day.

Students who plan to go out only for the day on Saturday may leave after 8:00am and return to campus by 8:00pm. A Getaway Weekend form must be filled out. Unplugged Items will be available through the Campus Watch Staff. Students must contact Campus Watch Staff regarding a time to pick up and return their *Unplugged Items*.

Family and friends are welcome to join us for church on Sunday. Family and friends who wish to see the student's dorm room may do so, but we ask they do not linger in the dorms in order to respect those in the dorms.

2. Shopping and Outings

Students will have the opportunity to go shopping via a school shuttle once a month. Students who purchase food to bring back to the school are asked not to eat or drink in the school vehicles. Men and women will alternate times for shopping:

- Group A
 - Depart from school: 8:30am
 - Depart from shopping area: 12:00pm

- Group B
 - Depart from school: 1:00pm
 - Depart from shopping area: 4:30pm

V. Thanksgiving and Christmas

Please refer to the school calendar for specific dates and times.

A school shuttle will be available to take students to the Harrisburg International Airport and to the Harrisburg Amtrak/bus station before Thanksgiving and Christmas break, as well as to pick students up from those locations after break has ended. Please refer to the Student Portal for details and times.

W. Graduation

All students participate in the graduation ceremony at the end of the school year. Students may leave campus following the ceremony. Students will be reminded to follow all proper dorm checkout protocols so they are able to receive the full refund of their dorm deposit.

A school shuttle will be available to take students to the Harrisburg International Airport and to the Harrisburg Amtrak/bus station the Sunday following Graduation Day. Please refer to the Student Portal for details and times.

IV. Campus Layout



