Summit Academy
SCHOOLS
*Learning Without Limits*

Summit Academy Community School for Alternative Learners - Lorain

June 10, 2020

# STUDENT AND PARENT HANDBOOK

**TABLE OF CONTENTS**

**PAGE**

SECTION I: INTRODUCTION


I. Welcome ---------- 4
II. Mission Statement ---------- 4
III. Full-Value Contract ---------- 4
IV. Equal Educational Opportunity ---------- 4


SECTION II: GENERAL


I. Admission and Enrollment ---------- 5
II. Calamity Days/Emergency Closings ---------- 5
III. Communications ---------- 5
IV. Conferences with Parents/Guardians ---------- 5
V. Lockers and/or Storage Compartments ---------- 6
VI. Lost and Found ---------- 6
VII. Materials Fee ---------- 6
VIII. Telephone Use ---------- 6
IX. Parent/Teacher Organization (PTST) ---------- 6
X. Safety ---------- 7
XI. Solicitation ---------- 7
XII. Student Records ---------- 7
XIII. Automated Calling System ---------- 7
XIV. Visitation Policies ---------- 7
XV Volunteering ---------- 8
XVI. Withdrawals ---------- 9


SECTION III: ACADEMIC INFORMATION AND TECHNOLOGY


I. Report Cards ---------- 9
II. Home Work ---------- 9
III. Martial Arts ---------- 9
IV. Technology ---------- 10
V. Testing ---------- 11


SECTION IV: ATTENDANCE


I. Absences from School ---------- 11
II. Accident or Illness at School ---------- 13
III. Arrival/Dismissal ---------- 13
IV. Attendance Policy/Call-off Procedure ---------- 13
V. Signing-in/Signing-out Students ---------- 14
VI. Truancy ---------- 14
VII. Vacations ---------- 14

SECTION V: Student Activities


I. After-School Activities/Clubs ---------- 15
II. Field Trips ---------- 15
III. Meals/Lunch Period ---------- 15


SECTION VI: MEDICAL INFORMATION


I. Communicable Diseases ---------- 16
II. Immunizations ---------- 16
III. Medication Procedures ---------- 16


SECTION VII: TRANSPORTATION


I. Bus Regulations ---------- 18
II. Driving ---------- 18
III. Field Trip Transportation ---------- 18


SECTION VIII: Conduct/Disciplinary Process


I. Harassment Intimidation and Bullying ---------- 19
II. Cell Phones ---------- 19
III. Code of Student Conduct and Discipline ---------- 19
IV. Students with Disabilities ---------- 20
V. Dress Code ---------- 20
VI. Personal Property ---------- 20
VII. Search and Seizure ---------- 21
VIII. Smoking/Use of Tobacco Policy ---------- 21

Exhibit A: School Dress Code ---------- 22

School Song ---------- 23

Acknowledgment of Receipt of Student Handbook ---------- 24

# SECTION I

## INTRODUCTION

### I. WELCOME

We welcome you to Summit Academy. It is our desire that our students will grow academically, socially, and physically during the school year. Our school is dedicated to providing opportunities which will enable our students to reach their maximum potential. This handbook has been prepared to provide you with a ready reference regarding the rules, policies, and procedures of our school. Please contact the School Director for clarification on any policies referenced in this handbook, or for additional information you may not find here. Please also refer to the supplements accompanying this handbook for more specific information as referenced.

To increase the educational success of each student, it is very important that teachers, parents/guardians, and administrators communicate openly and frequently concerning the progress of students. As parents/guardians, you play a key role in the education of your child by giving words of encouragement, showing an interest in your child's work, and by attending school activities. Your involvement and participation in school activities (such as parent organizations and special programs) will demonstrate to your children that you value their education.

Summit Academy's governing authority has adopted policies and procedures to cover many aspects of the School's programs and operations. This handbook summarizes pertinent policies and procedures applicable to students and parents/guardians and is not intended to cover all applicable provisions. The full policies and procedures are available in the school office and take precedence over the summaries in this handbook.

### II. MISSION STATEMENT

Summit Academy Schools build hope, success, and well-being through education and advocacy for children with special needs.

### III. FULL-VALUE CONTRACT

Safety – I will keep others and myself safe at all times, both physically and emotionally.

Respect – I will value the Summit Academy Code of Conduct. I will not disrespect anyone in the group, but will help to build up others. When I help someone, I am helped.

Full Participation – I will participate in all scheduled activities without complaint, and to the best of my abilities.

Honest Feedback – I will offer honest opinions to others in the group in an affirming (nice) way. I also will accept other's comments to me, as this will help me grow.

### IV. EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the school to provide an equal opportunity for all children to achieve their maximum potential. Summit Academy students access special education services through proper

evaluation and placement procedures subject to applicable federal and state laws and regulations. Parent/guardian involvement in these procedures is required. More importantly, the School wants the parent/guardian to be an active participant. Students who are identified as individuals with exceptional needs, according to Individuals with Disabilities Education Act (IDEA) criteria, are not addressed under this policy. The needs of such students are provided for under the school's special education policies and procedures, as well as state and federal laws and regulations.

## SECTION II

## GENERAL INFORMATION

### I. ADMISSION AND ENROLLMENT

All educational programs are available to students without regard to race, creed, color, disability or, sex and admission shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. Applications for enrollment will be accepted on an ongoing basis. If the number of new applicants exceeds the number of available openings, a waiting list will be maintained for each learning level. As spots become available, applicants will be admitted through a lottery selection process. For more specific information, please refer to the School's Admission and Enrollment policy. Parents/guardians are required to re-enroll their child each school year so that appropriate staffing can be maintained.

### II. CALAMITY DAYS/EMERGENCY CLOSING

If weather, road, or other emergency conditions make it necessary to close the School, it will be announced over local radio/television stations and through an automated calling system. In the event of a school closing, all after-school and evening activities shall be canceled. Please make sure your school office has up-to-date contact information for you. Please DO NOT call the School, its director or regional director, as this will only delay the communication necessary for making this decision.

### III. COMMUNICATIONS

Students may bring home work samples, classroom notices, or special announcements regarding school activities. PLEASE ASK YOUR CHILD regularly for any newsletters or other communications so that you do not miss out on important information. You may also check the school website.

### IV. CONFERENCES WITH PARENTS/GUARDIANS

Summit Academy welcomes the opportunity to meet and speak with parents and guardians regarding student progress. If you wish to have a conference with your child's teacher, please call the School office and leave a number where you can be reached during the day. The teacher will contact you to set up a time. Whenever possible, try to schedule an appointment during school hours. Please do not wait until a problem has developed to ask for a conference. You may also consult the school calendar for designated conference days in the fall and spring.

## V. LOCKERS AND/OR STORAGE COMPARTMENTS

**Lockers and any other types of storage compartments are hereinafter collectively referred to as "storage compartments."** *Students may have assigned storage compartments*. The school office will assign and keep records of storage compartment assignments. Rules for storage compartment use by students:

A. Storage compartments must be kept clean;
B. Do not give your lock combination to another student;
C. Use your storage compartment only in the morning, before or after lunch, or at the end of the day unless otherwise instructed;
D. Do not change or share storage compartments without authorization from the office; and
E. **NO outside decorations are permitted on any storage compartment at any time without special authorization from the office**.

Staff members are responsible for periodically checking students' storage compartments. Storage compartment clean-out times for students will be assigned by the office.

## VI. LOST AND FOUND

**Articles brought to the School by the student are the student's responsibility.** All articles found are placed in the Lost and Found area. If your child is missing any article of clothing, have your child check there. Since Summit Academy students may wear uniforms, IT IS VERY IMPORTANT THAT YOU LABEL ALL ARTICLES OF CLOTHING, including hats, gloves, coats, sweatshirts, lunch bags, or backpacks (any item that the child may remove). All unclaimed articles are given to a charitable organization.

## VII. MATERIALS FEE

A materials fee is assessed to each student at the beginning of each school year or upon enrollment. Summit Academy strives to keep this fee to a minimum. These fees help support additional educational experiences for your child. This fee may vary each year and the amount will be announced at the time of open enrollment. The entire amount must be paid, or payment arrangements made, no later than October 1ST of the current school year. Special financial circumstances must be brought to the attention of the school director and be provided in writing. Fees may be refunded on a prorated basis based on enrollment, if applicable.

## VIII. TELEPHONE USE

Students are allowed to use the office telephone only if it is an emergency. Permission to use the office phone must be given by a school administrator. Please make sure you and your child are aware of any clubs he/she is in, the pick-up time on club meeting days, and who will be picking up your child. Cell phone use is addressed below.

## IX. PARENT/TEACHER ORGANIZATION

The Summit Academy parent/teacher organization is referred to as PTST (Parents, Teachers & Students Together). The purpose of this organization is to unite the parents/guardians, students, and staff to promote the social and academic welfare of the school community. The PTST assists the

staff and students by supporting the funding for additional programs, special events, equipment, and supplies as well as volunteer for field trips and classroom or other school activities. We encourage all parents/guardians to join the PTST. Your participation in or other support for this organization assures the success of our school.

## X. SAFETY DRILLS AND PROCEDURES

Summit Academy will comply with all federal, state, and local laws, statutes, and ordinances concerning safety and will conduct evacuation, safety, and severe weather drills accordingly. Specific instructions on how to proceed in any of these situations will be provided to the students by the staff. The staff will oversee the safe, prompt, and orderly execution of the required actions during all drills. Severe weather drills will be conducted during the tornado season (April-July in Ohio) using the procedures prescribed by the State of Ohio. You will be notified in the event an actual emergency occurs.

## XI. SOLICITATION

Sale of any item on school property or at a school function is prohibited unless approved by the school director in advance.

## XII. STUDENT RECORDS

Confidential records contain educational and behavioral information that have restricted access based on the federal Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent/guardian or adult student. In some exceptions, state and federal laws authorize the release of such information without consent.

## XIII. AUTOMATED CALLING SYSTEM

School announcements, cancellations, and important messages are sent directly to your home and mobile phones through our automated calling system. Be sure that the main office has the numbers you want called. Also, individual teachers can use the system to deliver personal classroom messages for your child.

## XIV. VISITATION POLICIES

Visitation policies exist to provide a safe environmental environment for our students. Summit Academy strives to ensure the safety of our students and staff. All doors to Summit Academy Schools are locked during the school day. Visitors wishing to enter the school must adhere to the following visitation policies. Any violators will be requested to leave the school grounds. Failure to do so may result in criminal prosecution.

All visitors entering the building while school is in session shall first report to the office, state the nature of business, and secure permission before contacting any student or making a delivery of merchandise to the school. The visitor must sign in if not picking up a student or making a delivery.

A. VISITORS TO THE SCHOOL

All visitors must display a visitor's badge while visiting the school. Tobacco use in any nature is prohibited on school grounds. No person shall be intoxicated or bring, sell, or give away alcohol on the premises. No person shall bring or use drugs, unless under a licensed physician's care. No person shall sell or give away drugs in any form while on the school premises. No person shall bring on his/her person any dangerous weapon such as a gun, pistol, or knife unless he/she is a police officer or some person legally authorized to be armed. No person shall talk, shout, scream, yell, or otherwise conduct himself so as to disturb the peace and good order of the school. The use of profanity in the school building or on the school grounds is strictly prohibited. Any parent/guardian wishing to visit/observe their student must make prior arrangements with the school director before observing.

B. CLASSROOM OBSERVATION

Although observation by outside parties in classrooms is not strictly prohibited, such visits can create disruptions, which are detrimental to the education of the student population we serve. If, by mutual agreement between the school and requestor, an observation is deemed necessary, the Classroom Observation Policy will be enforced.

***Classroom Observation Policy*** – Parents wishing to visit their child's classroom may do so by calling the school office in advance to arrange a mutually convenient date and time for the visit. Due to the nature of other students' disabilities and the school's responsibility to protect everyone's privacy rights, scheduling a visit will usually take a number of days. In order to keep disruption in the classroom to a minimum, visits will be limited to one instructional period in the least intrusive area of the classroom, as designated by the IEP coordinator or designee. Observer(s) are expected to leave the classroom promptly at the end of the instructional period. Parents visiting classrooms must leave personal belongings (coats, purses, briefcases, etc.) in the school office or locked in their car. Videotaping and/or audio recording by parents visiting classrooms is illegal and will not be permitted under any circumstances. All parents visiting a classroom will be required to complete an **Observation Disclosure and Agreement Form** before entering the classroom. All visitors to the classroom must sign in at the office at the time of arrival**.**

## XV. VOLUNTEERING

Parents/guardians are encouraged to volunteer at the school in a number of ways. parents/guardians may be asked to serve on ad hoc committees from time to time. Parents/guardians may also be involved in teaching specific skills they possess as well as serving as resources for clubs.

Summit Academy welcomes any contribution you may make toward the welfare of our students and/or our school. Please contact the school director for additional information. Volunteers may be asked to provide a criminal background check before rendering services.

## XVI. WITHDRAWALS

A student who fails to participate in 72 consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the school director or his/her designee.

Parents/guardians wishing to withdraw their student from school for any reason should notify the office and **complete a Voluntary Withdrawal form** so that all records can be put in order for proper transfer. A Record Release form, completed **in advance**, must be sent to us from the receiving school before any records can be sent**.** Records will be transferred to the new district upon receipt of the signed authorization according to legal requirements. All school property should be returned and fees paid before withdrawing. For more specific information, see the School's Attendance, Truancy and Withdrawal policy, available in the school office.

# SECTION III

# ACADEMIC INFORMATION AND TECHNOLOGY

## I. REPORT CARDS

Report cards will be distributed quarterly. Please refer to the School Calendar for the specific dates.

## II. HOMEWORK

Please refer to your school administrator or your student's teacher(s) for the homework policy specific to your student.

## III. MARTIAL ARTS

Summit Academy Therapeutic Martial Arts Mission Statement.

***The Summit Academy Therapeutic Martial Arts program is specifically designed to enhance the physical, emotional, and social growth of all students, increase self-confidence, build self-esteem, self-respect and respect for others. The program utilizes the fundamentals of the martial arts for special needs students.***

The Therapeutic Martial Arts program was designed to be a program for special needs students diagnosed with ADHD and Asperger syndrome and is one of the School's foundations of success. Summit Academy adapted to a Japanese style called Kwanmukan, which is a mixture of Korean Tae Kwon Do, Japanese Jiu-Jitsu, and Japanese Shotokan Karate.

The program's main purpose is to be utilized as one of the major components for structure and culture throughout the School and has been proven to increase student participation in the PE classes. Therapeutic martial arts adapts martial arts movements for cross-lateral conditioning,

which enhances brain activity by crossing the midline of the body while connecting cross laterally with physical activity. The body sends a signal to the synapse of the brain and causes the transmitters to relax and connect cross laterally in the brain. This, in turn, causes the brain stimulus to relax to help enhance concentration.

Besides the brain advantage, the Therapeutic Martial Arts program helps with building self-esteem and self-confidence in our students, which enables them to succeed in the classrooms and achieve academic success. It builds self-respect and respect for others and helps with self-control in behavioral situations.

## IV. TECHNOLOGY

**The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render a student ineligible to use the School's computer facilities and may bring additional disciplinary action.**

All users are expected to use the technology available at the School in a manner appropriate to the School's academic goals and mission. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, email and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the School community is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

**Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.**

### A. COMPUTER/INTERNET USAGE AND SAFETY

At the time of enrollment and at the beginning of each school year, parents will be given a copy of the Computer/Internet Usage and Safety procedure. Please be sure to familiarize yourself with this policy, as it delineates the terms and conditions for acceptable use to assure safe Internet use for our students. Parents/guardians will be asked to sign an Internet Usage Permission form before the student is granted Internet access. Students will also complete a basic Internet and online safety lesson as required by the Children's Internet Protection Act (CIPA).

### B. SOCIAL NETWORKING

In this age of social networking, many have experienced the effects of a culture of disrespect promoted by thoughtless, hurtful comments posted on social networking sites. Some students may choose to use their words as weapons to hurt, embarrass, and intimidate others without considering that the published messages are harmful to all parties.

Immature words posted in anger and for "fun" become part of a digital footprint that is forever imprinted on an electronic page in history.

*We ask that all parents/guardians, as partners in the education of our children, monitor their children's social networking activity at home and encourage them to use social media responsibly*. Social networking sites are not private; they are public, and our children may represent themselves in ways that are inappropriate. It is recommended that you have your child grant you access to their account(s).

Though we have blocked social networking sites on school equipment, we must strive to eliminate the harmful effects a negative posting could have on our students' welfare and reduce distractions to our educational environment.

Social networking is not permitted during school hours. Students using social media tools such as Instagram, Snapchat, Facebook, Twitter, Flickr or YouTube, or posting comments on blogs, should be mindful of how they represent themselves, their peers, and their school. Any student found using a social networking site during the school day via any equipment or device will receive disciplinary action. Any messages posted by students about other students that include slurs based on race, ethnicity, religion, disability, gender, or sexual orientation will be considered discrimination and will result in disciplinary action. Summit Academy Schools strictly prohibit harassment, intimidation, and bullying on school property, at school-related events, or on school-related vehicles. Discipline may result for a student who violates this policy, which was developed collaboratively with input from parents, school employees and volunteers, students, and community members. Please report acts or suspicions of bullying and harassment to the SafeSchools alert system at 234-231-0554.

## V. TESTING

The School will make every reasonable effort to ensure that it uses high-quality academic assessments, accountability systems, and teacher preparation and training, and ensure that the foregoing and the School's curriculum and instructional materials are aligned with applicable academic standards. The school will enable all interested parties, including students, parents, teachers, and administrators to measure this school's progress in meeting its goals for student academic achievement.

The School will make every reasonable effort to use assessments to improve and strengthen accountability, teaching, and learning to ensure that its students are meeting the applicable academic standards.

Statewide testing will be administered according to the Ohio Department of Education's guidelines, which may include online or paper and pencil assessments. Students on IEPs will have testing accommodations as prescribed on the IEP

## SECTION IV

## ATTENDANCE

### I. ABSENCES FROM SCHOOL (EXCUSED)

Students enrolled in the School must attend school regularly in accordance with the laws of the State of Ohio. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with its procedures whenever a student is absent.

Attendance shall be required of all students enrolled at the School during the days and hours that the School is in session. Attendance need not always be within the school's facilities, but a student will be considered to be in attendance if present at any place approved by the School as part of the School's course of instruction.

A. Excused Absences

The governing authority recognizes the following absences as excused:

1. Illness;
2. Personal mental illness such that the student will not benefit from instruction;
3. Medical or dental appointments;
4. Illness in the family necessitating the presence of the student;
5. Death of a relative;
6. Quarantine;
7. Observance of religious holidays (consistent with truly held religious beliefs);
8. Parent's inability to employ help in the family's business or to work on the family's farm at necessary times;
9. College visits;
10. Court subpoena;
11. Due to placement in foster care or change in foster placement, or related court proceedings;
12. An emergency or set of circumstances which in the judgment of the school director or designee constitutes a good and sufficient cause for the absence; or
13. If a student is absent from school for the sole purpose of traveling out of state to participate in a School-approved enrichment activity or extracurricular activity, the School shall count the absence as an excused absence, up to a maximum of 24 hours per school year. The student must complete any classroom assignment he/she misses due to the absence. If the student will be absent for 24 or more consecutive hours that the School is open for instruction, a teacher must accompany the student to provide the student with instructional assistance for the absence to be excused.

Upon returning to School, the student must provide to the School a written statement from a parent of the cause for absence, or the absence will be considered unexcused. The school director or his/her designee reserves the right to verify such statements and to investigate the cause of each individual absence.

If a child has a physical condition or impairment that could cause periodic or frequent school absences, a parent is required to notify the School at the beginning of the school year or within five

school days after the condition or impairment develops. The notification shall be in the form of a written statement signed and dated by a physician. It must also include the expected duration of the condition or impairment.

An unexcused absence will be considered any absence not in the categories of defined excused absences.

Timely arrival at school is important to academic and social success. Excessive tardiness will almost certainly negatively affect your child's school experience. Chronic tardiness may lead to administrative action.

## II. ACCIDENT OR ILLNESS AT SCHOOL

Emergency medical forms must be on file for all students. It is essential that the information be accurate and kept up to date throughout the year. Only those persons named on the Emergency Contact form can be contacted in the event of an emergency. Every attempt will be made to contact the parent first. **Parents/guardians are responsible for notifying the school office to update the emergency contact information as changes occur.**

## III. ARRIVAL/DISMISSAL

Students must arrive at the designated arrival time and must be picked up at the designated pickup time as designated by the School. Adult supervision is not available before or after school. Parents/guardians providing transportation for their child, must drop off or pick up their child at the designated area. Parents/guardians who arrive early should not block the flow of traffic around the building. If a student is to ride home with another, a note must be sent to school that morning. Students may not plan after-school activities on the spur of the moment and expect to call home for permission. (*Please also refer to section "Signing-In/Signing-Out Students*").

*Early Dismissal*—Students will only be released for early dismissal to the parent/guardian or an adult who has been pre-authorized by the parent/guardian.

## IV. ATTENDANCE POLICY/CALL-OFF PROCEDURE

A parent must call or email the School to inform the School that his/her child or children will be absent from school. This phone call should take place within the first hour that the School is in session or as soon as practical. If a parent fails to call or email the School, school personnel will call the parent to inform him/her of the student's absence.

In those cases where telephone communication could not be made, School personnel will initiate written communication to the home of the parent/guardian the day of the student's absence.

Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers for such purposes.

In order to comply with the governing authority's policy and the Missing Children's Act, those who receive an answering service or voice mail must give their name, student's name, grade, and reason for the absence. **The parent/guardian must follow-up with a written note or doctor's note for student's file.** If a child has a physical condition or impairment that could cause periodic or

frequent absences from school, the parents are required to notify the School at the beginning of the school year or within five (5) school days after the condition or impairment develops. The notification shall be in the form of a written statement signed and dated by the physician. It must also include the expected duration of the condition or impairment. **Students failing to participate in 72 consecutive hours (or per your county's requirement) of learning opportunities without a legitimate excuse must be automatically withdrawn by the school.**

## V. SIGNING-IN/SIGNING-OUT STUDENTS

If you must drop off your student late or pick up him/her early, you MUST COME INTO THE OFFICE to sign-in/sign-out the student. Do not call and ask to "have your child ready." Students cannot be pulled out of class and wait for parents or guardians to arrive. Upon arriving late, the student must come into the office for an admittance note.

## VI. TRUANCY

The school director or his/her designee may act as the school's attendance officer or delegate that duty as permitted by law. The school's attendance officer shall investigate possible attendance violations, and is authorized under Ohio law to serve warrants, to enter places where children of compulsory school age are employed, and to take such other actions as may be necessary to enforce the compulsory education laws.

A student is excessively absent from the School if he/she is absent, with or without legitimate excuse, for 38 or more hours in one school month or 65 or more hours in one school year. Within seven days of a student becoming excessively absent from school, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one school month, or 72 or more hours in one school year.

Legitimate excuses for the absence of a student otherwise habitually truant include, but are not limited to: the student was enrolled in another school; the student's absence was excused in accordance with applicable law or policy; or, the student has received an age and schooling certificate.

If the student is habitually truant and the student's parents have failed to cause the student's attendance, the School will assign the student to an absence intervention team (AIT) within 10 days. The school director or designee selects the AIT members, who shall include a representative of the School who knows the child and the child's parent, guardian, custodian, guardian ad litem, or temporary custodian. Members may also include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences. **More information on attendance, truancy, and withdrawal is available by request from the school office.**

## VII. VACATIONS

Vacations are encouraged to be taken during the interim breaks. If it is necessary to take a vacation during the school year, the school director or his/her designee must approve the absence prior to leaving or the absence will be considered unexcused. A maximum of five excused vacation days will

be allowed under this policy. If vacation days cause the student to exceed 15 days of absence, a warning letter will be sent. Exceptions to this would be for students of active duty military personnel, who may have additional excused absences at the discretion of the school's administration for visitations relative to leave or deployment. Please refer to the school office for appropriate forms and required authorizations.

## SECTION V

## STUDENT ACTIVITIES

### I. AFTER-SCHOOL ACTIVITIES/CLUBS

Students who attend after-school activities must have written parent/guardian permission. Forms will be distributed prior to the beginning of the club or activity and must be submitted before school starts the day of the event. The forms must be complete or a parent note must include the student's name, parent phone number, and the name of the adult who will pick up the student at the conclusion of the event. Students who do not have written permission will not be permitted to remain on school property. Students staying for an after-school activity must report to the activity area directly after dismissal.

### II. FIELD TRIPS

Field trips are academic activities that are held off school grounds. Field trips are chosen to provide sound educational experiences. Medications normally administered at School will be administered while on field trips. The Code of Student Conduct applies to all field trips. Attendance rules also apply to all trips. While the School encourages the student's participation in trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate School rules may lose the privilege to go on trips.

Summit Academy depends on parent/guardian chaperones to help with the supervision of students and provide a safe and successful trip. We invite any family member or friend to be involved in the students' experiences. We do ask, however, that chaperones do not bring other children along when they volunteer. Occasionally a small fee will be requested, depending on the field trip. All student conduct policies apply to field trips, as this is an extension of our school day.

### III. MEALS/LUNCH PERIOD

Summit Academy participates in both the National School Lunch Program or Community Eligibility Provision (CEP) which provides breakfast and lunch for students. We encourage parents/guardians to complete the NSLP application or Household Survey yearly. Students may also bring their lunches each day. Please refer to your school building's specific guidelines for designated areas. We discourage students from bringing such items as soda pop, cookies, cakes, or candy of any kind. PLEASE DO NOT SEND METAL UTENSILS TO SCHOOL.

Applications and/or the Household Survey for the school's meal program are available in the school office. **Parents/guardians may appeal adverse decisions to NLSP by following the hearing procedures, available in the school office.**

## SECTION VI

## MEDICAL INFORMATION

### I. COMMUNICABLE DISEASES

The School recognizes that control of the spread of communicable disease through both casual and non-causal contact. In order to protect the health and safety of the students, School personnel, and the community at large, the School shall follow all state statutes and health department regulations.

CASUAL CONTACT—the school director may exclude from the building, or isolate in the School, any student who appears to be ill or has been exposed to a communicable disease. Specific diseases shall include but not be limited to, lice, scabies, bedbugs, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

NONCASUAL CONTACT—the School has the obligation to protect the safety of the staff and students. This can best be accomplished by assuring that all persons in the school community understand the method of transmission and prevention of diseases that are not contracted through airborne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. Noncasual contact communicable diseases include: sexually-transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS-related complex, HIV (Human Immunodeficiency Virus), Hepatitis A, B, C and other disease that may be specified by the State Board of Health. The School will seek to keep students in school unless there is definitive evidence to warrant exclusion. The School is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

### II. IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the School requires all students to be immunized in accordance with state statutes, unless specifically exempt for medical or other reasons. A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction. Each student must have received the immunizations required by law or have an authorized waiver.

Students may be enrolled for 14 calendar days without providing acceptable immunization records. After 14 days, students (including those in kindergarten) for whom proper records have not been provided **must be excluded from school** per Section 3313.671 of the Revised Code.

### III. MEDICATION PROCEDURE

A. PRESCRIBED/OVER THE COUNTER

Summit Academy is committed to providing for the safety and welfare of all students. Parents/guardians should, with their physician's guidance, determine whether the medication schedule could be adjusted so that medications could be administered during **non-school hours**. When it is necessary for school personnel to administer any medication, whether prescribed or over-the-counter, the following procedures will be observed:

1. A Medication Authorization form must be completed and signed by **both the parent/guardian and the student's physician.** This should contain the name and address of the student, grade level of the student, and name of medication as well as dosage and times required. Special instructions, including storage and sterile requirements, date medication is to begin as well as date medication should terminate, if applicable, and possible reactions that should be reported to the physician must also be included in the form. It is very important to list the physician's name, address and phone number; and
2. **The medication must be brought to the School office by a parent, guardian, or other adult**. The medication must be in the **original container** with the pharmacy label on it, clearly noting the student's name, physician's name, current date, pharmacy name and phone number, name of medication, prescribed dosage, special handling, and storage. Students are not permitted to transport medication on the bus. Students are not permitted to bring their medication into the School on their own.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The inhaler may be used at School or at a school-sponsored activity or program, provided the appropriate form is filled out and on file in the school office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or medication to any other student. **A completed form must be on file in the school office.**

If there is a change in the student's medication, the School must be notified immediately and the parent/guardian and physician must complete a new form**.**

Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

If the student does not need to take medication at School, but is taking medication at home that might affect his/her behavior, please notify the School that medication is being taken at home and the teacher will be informed of this fact.

Please consult your school director regarding any unique medication requests.

B. OVER THE COUNTER MEDICATIONS

**A physician** must approve the OTC medication request and the student is not permitted to keep this medication in his/her possession. If a student is found using or possessing an OTC medication without parent and physician authorization, he/she will be brought to the school office and the parent/guardian will be contacted. The medication will be confiscated until a written authorization is received from both the parent and physician. Students shall not distribute medication of any kind to another student. Any unused medication (OTC or prescription) unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

## SECTION VII

## TRANSPORTATION

### I. BUS REGULATIONS

The following rules are to be observed by students riding school buses. Violations of these rules will result in disciplinary action and reported to parents through a Bus Conduct report. Get on and off your regularly assigned bus at your designated stop in an orderly manner. Arrive at your designated bus stop before the bus is scheduled to arrive. Board the bus and go directly to an available or assigned seat. Remain seated while the bus is in motion, keeping the aisles and exits clear. Observe classroom conduct and obey the driver promptly and respectfully. The bus is an extension of the classroom. **Code of Student Conduct rules are expected to be observed.** Go directly to the bus when dismissed from School. Go directly home from your bus stop. Use no profane language or gestures. Eating or drinking is not permitted on the bus when the bus is in motion. No tobacco, drugs, or alcohol should be in the possession of anyone on the school bus unless it is a medication given for a life-threatening condition (i.e., bee sting kit, asthmatic inhaler, etc.) You must NOT throw or pass objects on, from, or into the bus. Keep all objects or parts of your body inside the bus at all times. Keep noise to a minimum. You may talk quietly. No talking is permitted at railroad crossings or other places of danger as specified by the driver. Cross the street at least ten feet in front of the bus. Immediate removal is authorized when behavior poses a danger to persons or property or is a threat to the safe operation of the school bus. REMEMBER THAT RIDING THE BUS IS A PRIVILEGE.

### II. DRIVING

Secondary students are not permitted to drive to and from school. Exceptions to this rule must be approved by the school administrator, after a meeting is held with the student and parent/guardian.

### III. FIELD TRIP TRANSPORTATION

A field trip or school-sponsored trip shall be defined as any planned journey by one or more students away from school premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other school-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the School's total educational program. The school director or his/her designee shall approve all trips before taken. Students may be charged fees for school-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically. Students on all school-sponsored trips remain under the supervision of the School and are subject to the school's administrative guidelines and policies. The Governing Authority does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the School who takes students on trips not approved by the school director or his/her designee. No staff member may solicit students of the School for such trips within the facilities or on the grounds of the School without permission from the school director or his/her designee. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the School's policies.

## SECTION VIII

## CONDUCT/DISCIPLINARY PROCESS

### I. HARASSMENT, INTIMIDATION, AND BULLYING

Summit Academy prohibits acts of harassment, intimidation or bullying (including cyberbullying) of any student, or other person associated with the School. Harassment, intimidation, bullying, and cyberbullying mean any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This also includes violence within a dating relationship. Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark.

Harassment (includes intimidation, bullying, and cyberbullying) of a student by other students is a violation of federal law and is contrary to the School's commitment to provide a physically and psychologically safe environment in which to learn.

***The procedure for reporting harassment/intimidation/bullying may be obtained in the school office.***

Students must report acts of harassment, intimidation or bullying to teachers, school employees, and/or school administrators. Parents/guardians of students should file written reports of suspected bullying/harassment, with the school director or other appropriate administrator. Teachers and other school staff who witness acts of harassment or receive reports of harassment will notify School administrators. When acts of harassment are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. False accusations can have serious effects on innocent individuals; therefore, all students are expected to act responsibly, and honestly whenever they present harassment allegations or charges.

### II. CELL PHONES

Summit Academy Management prefers that students not bring cell phones or other personal communication devices to school. However, we understand that some families want the students to have these during transit times to and from school. It is mandatory that these devices are turned in to the school director or designee before the start of school. Permission to have a device must be granted by the school director or a designee on a case-by-case basis. Summit Academy will not accept responsibility for any devices brought into the School. In emergencies, parents/guardians should only contact students through the school office. Students found using personal devices during class times will have them confiscated and they will only be released to the parent/guardian.

### III. CODE OF STUDENT CONDUCT AND DISCIPLINE

All students are expected to conform to the Student Code of Conduct and Discipline at School. This applies whenever students are on the school premises, at school activities or functions -- whether on or off the school premises -- and on transportation to and from the School, if paid for or provided by the School. Students are subject to the School's disciplinary process when they fail to adhere to

the Student Code of Conduct. Students may also be subject to the School's disciplinary process for a violation of the Code of Student Conduct, regardless where it occurs, if the misconduct is directed at the school staff or their property.

If any student is caught fighting, the parent/guardian will be called for immediate removal of the student. If a parent/guardian cannot be reached, Summit Academy may call the police to intervene. A conference will then be arranged with the parent/guardian to discuss further action. This could lead to suspension or expulsion, depending on the nature of the violation.

In accordance with Ohio law, a student may be to subject to emergency removal if he/she breaks any of Summit Academy's codes of conduct and is a danger to oneself, others, or property or is an ongoing threat of disruption in the learning environment.

For violations of the Student Code of Conduct, a student may face disciplinary action including, but not limited to, suspension (both in-school and out-of-school), expulsion, removal and/or permanent exclusion.

For more information the relevant policies may be obtained in the school office.

## IV. STUDENTS WITH DISABILITIES

A student with a disability is a child who is receiving Special Education services for a disability as defined in the Operating Standards. These students may be suspended for not more than 10 days per school year without a manifestation determination review. Repeated and/or serious violations may indicate that a change in placement or change to the student's Individualized Education Plan is warranted.

## V. DRESS CODE

In general, school dress should ensure the welfare and safety, and enhance a positive image of our students and School. Students are expected to practice good personal hygiene and have clean clothing and footwear that meet dress code standards. Any form of dress or grooming that attracts undue attention, distracts from instruction and/or interferes with health and safety will be considered unacceptable and the student will be referred to the school administrator. The School's dress code is attached as Exhibit A.

## VI. PERSONAL PROPERTY

Students are prohibited from bringing items such as digital music devices (iPods, MP3 players, etc.) or pocket video games, etc. to school unless otherwise agreed upon by the IEP team. Exceptions to this rule may be special occasions whereby the school administrator or teacher gives permission (i.e. video game day). Parents should receive notice in advance.

No pocket knives, lighters, or weapons of any type are allowed and possession of such items may result in legal prosecution. If the student brings items of this type to school, they will be confiscated—the parent/guardian must come in to retrieve it and further disciplinary action may result.

## VII. SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of Summit Academy, provided there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law and may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated. A metal detection device may also be used to ensure safety of all students and will be used in accordance with school policy and corporate safety team guidelines.

## VIII. SMOKING/USE OF TOBACCO POLICY

The use of tobacco and nicotine products is prohibited on the school grounds or at any school-sponsored function. Tobacco products include cigars, cigarettes, pipes, snuff, or any other matter or substance that contains tobacco. This includes the use of electronic cigarettes and/or vaporizers.

The use of tobacco and nicotine products is prohibited on the school grounds or at any school-sponsored function. Tobacco products include cigars, cigarettes, pipes, snuff, or any other matter or substance that contains tobacco. This includes the use of electronic cigarettes and/or vaporizers.

**EXHIBIT A**

**DRESS CODE**

In general, school dress should ensure the welfare, safety, and enhance a positive image of our students and school. Students are expected to practice good personal hygiene and have clean clothing and footwear that meets dress code standards. Any form of dress or grooming that attracts undue attention, distracts from instruction and/or interferes with health and safety will be considered unacceptable and the student will be referred to the School Administrator.

Outerwear (i.e., coats, jackets, gloves, boots, hats) and book or gym bags must be stored in the assigned location during the school day.

Acceptable dress code (Monday-Friday)

- Dress pants – khaki (tan), black, or navy only – Jeans can be worn with special permission only. Summit Academy students should wear pants that are modest.
- Shorts or skirts – khaki (tan), black or navy only – Skirts and shorts must be knee-length.
- Summit Academy uniform shirts – are required and should be tucked in. Each school location will provide information on acquiring uniform shirts.
- Belts – if pants, shorts, or skirts were designed for belts, then belts should be worn.
- Comfortable Shoes – tie, loafer or tennis shoes of any solid color are acceptable. NO platform shoes, high heels/wedges, sandals, open-toed shoes or flip flops. Tennis shoes must be tied at all times. No loose, dragging laces will be permitted. Tennis shoes must be worn in gymnasiums.
- Uniforms are required on all field trips, unless alternative dress is approved by the School Administrator.

Miscellaneous

- NO large earrings, gauges, charms, necklaces at any time.
- NO jewelry is to be worn in body piercings. Clear piercing retainers may be worn if necessary.
- NO jewelry during Martial Arts or Physical Education classes.
- NO hats/head coverings or sunglasses. These items must be removed before entering the building, stored in a book bag, and may be put on after exiting the building.
- NO clothing or footwear that may damage flooring and/or furniture
- NO sleepwear or bathing suits (unless specified for camp, field trip or special day activities) bathing suits must be modest and one piece suits.
- NO see-through or sheer clothing, exceptionally tight or potentially distracting clothing, and spandex or yoga wear.
- NO low-cut necklines
- NO gang-associated attire as determined by the School Administrator.

**SUMMIT ACADEMY SCHOOL SONG**

We have come from near and far,

to discover who we are;

and we hold in high esteem,

every dream we dare to dream.

Bound in body, mind, and heart,

we will strive to do our part;

sowing seeds of love and trust,

that will grow inside of us.

Oh hail to thee,

Summit Academy!

We pledge ourselves to you,

as we live each day anew.

**ACKNOWLEDGMENT OF RECEIPT OF**
**HANDBOOK for STUDENTS/PARENTS/GUARDIANS**

I, _____, acknowledge receipt of the Summit Academy
(PLEASE PRINT NAME)

Student Handbook.

Signed:_____Date:_____
(signature of parent/guardian)

Name of Student:_____
(please PRINT student's name)

Signed:_____Date:_____
(signature of student

PARENT/GUARDIAN: PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE