Summit Academy
SCHOOLS

STUDENT
HANDBOOK

Summit Academy School – Cincinnati

effective 2026-2027 School Year

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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 adopted by the Governing Authority and prepared to provide you with a ready reference regarding the rules, policies, and procedures of our school. Please contact the School Director with any questions you may have or for additional information you may not find here.

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.

While this Handbook serves as a policy applicable to students, Summit Academy's Governing Authority has other policies and procedures to cover many aspects of the School's programs and operations. Please note that all policies of the Governing Authority are applicable to students and parents/guardians. This Handbook is not intended to cover all applicable policies and/or provisions. Where there is a conflict with other policies, the provisions of those policies take precedence. For more information on all of the School's policies, contact the School Director or visit the School's website.

II. MISSION STATEMENT

The Mission of Summit Academy is to build hope, success, and well-being through education and advocacy for students 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 others' 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 the 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 based on 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 CLOSINGS

If weather, road, or other emergency conditions make it necessary to close the School, it will be announced over local television stations, through an automated

calling system, social media platforms, and/or a school-specific communication system. In the event of a school closing, all after-school and evening activities shall be canceled. Please make sure the School's office has up-to-date contact information for you. **Please DO NOT contact the School, as this will only delay the communication necessary for making this decision.**

III. COMMUNICATIONS AND AUTOMATED CALLING SYSTEM

Please ask your child regularly for any newsletters or other communications so that you do not miss important information. Students may bring classroom work samples, classroom notices, or special announcements regarding school activities. You may also check the School website and/or the School-specific communication system for more information.

School announcements, cancellations, and important messages are sent directly to your home and/or mobile phones through our automated calling system and school-specific communication systems (e.g., Facebook, Class Dojo, Infinite Campus Messenger, Google Classroom, or Class Tag). Be sure that the main office has your preferred phone number(s). Also, individual teachers can use this system to deliver personal classroom messages for your child.

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.

V. LOCKERS AND/OR STORAGE COMPARTMENTS

Lockers and any other storage compartments are 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. Keep your lock combination private from all students.

C. Use your storage compartment only in the morning, before or after lunch, or at the end of the day unless otherwise instructed.
D. School will authorize if there is to be any sharing or changing of compartments.
E. Outside decorations are only permitted with special authorization from School.

Summit Academy reserves the right to search storage compartments (or lockers) at any time within the discretion of the School Director or his/her designee. Additionally, 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 located in the Lost and Found area. If your child is missing any article of clothing, have your child check there. 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 will be donated at the conclusion of the school year.

VII. MATERIALS FEE

A materials fee is charged 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 the purchase of educational materials 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 put in writing and brought to the attention of the School Director. The School Director and Superintendent will consider the special circumstances and may waive or refund school fees. Any refunded fees will be on a prorated basis depending on the timing of enrollment, withdrawal, or the time remaining in the school year.

VIII. OFFICE TELEPHONE USE

Students are allowed to use the office telephone only with permission from Staff.

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. 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 if an actual emergency occurs. Notification may occur via class dojo, telephone, Infinite Campus Messenger, or other methods as necessary.

X. SOLICITATION

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

XI. 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.

XII. VISITATION

Visitation policies exist to provide a safe environment for our students. Summit Academy strives to ensure the safety of our students and staff. All doors to the School 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 state the nature of their business through the intercom before entering the building. The visitor will report to the office, and secure permission before contacting any student or

making a delivery to the School. Visitors must sign-in if they are not picking up a student or making a delivery.

A. Visitors to the School

The School welcomes and encourages parents, guardians, and others to visit the School. However, controls are necessary to protect the integrity of the educational program and provide for the safety of students, staff, and others. Visitors must check-in at the office and wear a badge at all times within the building.

The School Director or his/her designee has the authority to prohibit the entry of any person to the School or to expel any person when there is reason to believe the presence of such person is detrimental to the good order of the School or who may be legally prevented from being on School grounds. If a person refuses to leave or creates a disturbance, the School Director or his/her designee is authorized to request assistance from local law enforcement to remove the individual.

B. Classroom Observation

Parents or Guardians wishing to visit and/or observe their student must make prior arrangements with the School Director before observing.
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 or guardians wishing to observe 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. To keep disruption of 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. Observers are expected to leave the classroom promptly at the end of the instructional period. Parents or guardians visiting classrooms must leave their personal belongings (coats, purses, briefcases, etc.) in the School office or locked in their vehicle. Video and/or audio recording is illegal and will not be permitted under any circumstances. All parents or guardians visiting a classroom will be required to complete a **Student Observation Request Form** before entering the classroom. All classroom

observers must sign in at the office at the time of arrival.

XIII. VOLUNTEERING

The School Director or his/her designee has the authority and discretion on whether to accept the services of volunteers, when in their opinion, it benefits the School. Volunteers shall not have unsupervised access to students, except in an emergency, unless they have undergone a criminal background check. All Volunteers (both new and current) are hereby notified that all volunteers are required to obtain an BCI and FBI background check prior to participating in volunteer activities. If a criminal background check shows a violation on the list of prohibited offenses, the School shall not utilize the services of that volunteer.

XIV. 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 or guardian may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the School Director or 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 organized for a 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. School property should be returned, and fees should be 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/USE OF TECHNOLOGY

I. REPORT CARDS

Report cards will be distributed quarterly. Please refer to the school calendar for specific dates.

II. HOMEWORK

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

III. MARTIAL ARTS

This section applies only if the School has implemented a Martial Arts program.

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 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 Autism Spectrum Disorder 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 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 classroom 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 the School's Technology and Internet Acceptable Use policy may render a student ineligible to use the School's technology and/or computer resources and may bring additional disciplinary action.

Generally, all users are expected to use technology at the School in a manner

appropriate to the School's academic goals and mission. Technology includes, but is not limited to, Summit Academy networks, smart phones, radios, audio players, video recorders, audio recorders, video games, computers, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately.

Users are expected to be responsible and use technology to which they have access appropriately and in accordance with the School's policies. 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 use takes place after school hours or off school property (i.e., home, business, private property, etc.).

Failure to adhere to the School's policy and the guidelines below may result in disciplinary action.

A. COMPUTER/INTERNET USAGE AND SAFETY

At the time of enrollment and at the beginning of each school year, Parents/Guardians will be given a permission form outlining the School's **Technology and Internet Acceptable Use policy.** Please be sure to familiarize yourself with this form, as it describes the terms and conditions for acceptable use to ensure safe Internet use for our students. Parents/Guardians will be asked to sign the 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/or 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 their children, monitor social networking activity at home and encourage them to use social

media responsibly. Social networking apps and 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 post could have on our students' welfare and reduce distractions to our educational environment.

Social networking is not permitted during school hours. Students using social network tools such as Instagram, Snapchat, Facebook, X (formerly known as Twitter), TikTok, 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 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 strictly prohibits 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/Guardians, 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 or guardians, teachers, and administrators to measure the 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. 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 or guardian first. In the event of an illness and the child needs to be picked, the expectation is that this will be done within a reasonable timeframe in consideration of the student's and others wellbeing.

Parents/Guardians are responsible for notifying the School office to update the emergency contact information as changes occur.

II. 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. Students will not be allowed in or released until the designated time. 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 riding home with another student in a car, a note must be sent to school that morning. Students will not be permitted to ride on a school bus that is not their assigned bus or dropped off at a bus stop other than their assigned stop by the resident district transportation department.

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. Students may only be released to attend offsite College Credit Plus courses and up to one hour early for verified employment (to include a Work Permit). Students must be present for core classes.

III. ATTENDANCE POLICY/CALL-OFF PROCEDURE

A parent or guardian 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 or guardian fails to call or email the School, School personnel will call the parent or guardian to inform him/her of the student's absence. The following are classified as "excused absences:" illness; personal mental illness such that the student will not benefit from instruction; medical or dental appointments; illness in the family necessitating the presence of the student; death of a relative; quarantine; observation of religious holidays (consistent with truly held religious beliefs); parent's inability to employ help in the family's business or to work on the family's farm at necessary times; college visits; court subpoena for the student; due to placement in foster care or change in foster placement or related court proceedings; an emergency or set of circumstances in which the judgement of the School Director or designee constitute a good and sufficient cause of absence; 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; religious expression (up to three days), the School shall count the absences as an excused absence, up to a maximum of twenty-four 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 twenty-four or more consecutive hours that the School is open for instruction, a teacher must accompany the student to provide the student instructional assistance for the absence to be excused. Tardiness is subject to discipline and chronic tardiness may result in additional disciplinary action.

When absent, parents/guardians must submit a written statement regarding the cause of the absence. This may be a signed document, email, voicemail as noted in writing by school personnel or other document within the discretion of the School Director. The School Director, in their discretion, may investigate the cause of the absence including, but not limited to, obtaining statements, requiring written documentation, or obtaining other information to verify the cause of the absence including a signed doctor's excuse or signed statement from the student's parent or guardian. The School Director shall determine whether or not the absences is considered excused or unexcused.

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

Parents or guardians 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.

To comply with the Governing Authority's policy and the Missing Children's Act, those who receive an answering service or voicemail message must state their name, the student's name, grade, and reason for the absence. The parent/guardian must follow up with a written note or physician's note for the student's file. If a student has a physical condition or impairment that could cause periodic or frequent absences from school, the parent/guardian is 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 student's treating physician. It must also include the expected duration of the condition or impairment. Students failing to participate in 72 consecutive hours of learning opportunities without a legitimate excuse must be automatically withdrawn by the School.

IV. SIGNING-IN/SIGNING-OUT STUDENTS

If you must drop off your student late or pick him/her up 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.

V. TRUANCY

The School Director or designee may act as the School's attendance officer or delegate that duty as permitted by law.

According to Ohio law (HB 96), a student is considered chronically absent when they miss 10% or more of the required instructional hours in the school year. All absences, excused or unexcused, count towards chronic absenteeism.

Summit Academy students are required to attend school regularly in accordance with Ohio law. Regular attendance is essential for academic success and requires consistent classroom participation. Every student is expected to attend school daily, arrive on time, and be ready to learn.

By law, Ohio schools must provide tiered attendance interventions based on the number of student absences. If attendance doesn't improve after the interventions are implemented, the school must contact the Juvenile Court.

More information about the tiered interventions can be found in the school's Attendance, Truancy, and Withdrawal policy, which is available upon request.

VI. 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 designee must approve the absence prior to leaving or the absence will be considered unexcused. A maximum of 5 excused vacation days will be allowed under this policy. Although excused, these days count towards chronic absenteeism. If vacation days cause the student to exceed 15 days of absence, a warning letter will be sent. Exceptions are made 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. SCHOOL ACTIVITIES/CLUBS (if available)

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 note from the student's parent or guardian must include the student's name, parent/guardian 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 include academic activities and Positive Behavioral Interventions and Supports (PBIS) earned 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 field trips. While the School encourages the students' participation in trips, alternative assignments will be provided for any student whose parent or guardian does not give permission to attend. Students who violate School rules may lose the privilege

to go on field trips.

Summit Academy depends on parent/guardian chaperones to help with the supervision of students and to provide a safe and successful trip. We invite any family member 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. A **Field Trip Permission Slip** must be completed by the guardian for each event.

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 each year. Students may also bring their lunches each day. We encourage students who do so to bring a healthy, balanced lunch. We discourage students from bringing such items as soda pop, coffee, energy drinks, or other caffeinated beverages, chips, cookies, cakes, or candy of any kind. PLEASE DO NOT SEND GLASS BOTTLES OR METAL UTENSILS TO SCHOOL. Please contact your School administration for School specific guidelines.

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, also available in the School office.

SECTION VI: MEDICAL INFORMATION

I. COMMUNICABLE DISEASES

The School recognizes that controlling the spread of communicable diseases through both casual and non-causal contact is imperative. 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.

Please refer to the Ohio Department of Public Health's Communicable Disease Chart for further information.
http://www.odjfs.state.oh.us/forms/num/JFS08087/pdf/

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, diphtheria, scarlet fever, and other strep infections, whooping cough, mumps, measles, rubella, COVID, and others designated by the Ohio Department of Public Health.

NON-CASUAL CONTACT—The School has an obligation to protect the safety of its 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. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS-related complex, HIV (Human Immunodeficiency Virus), Hepatitis A, B, C, COVID, and other diseases 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 bloodborne communicable disease.

II: IMMUNIZATIONS

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 3313.67 and 3313.671 of the Revised Code.

Please make the necessary appointments with medical providers so your child may attend school.

III. MEDICATION PROCEDURES

A. Prescribed Medications

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 aforementioned form is completed 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.

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 Medication Authorization form.

Any unused medication unclaimed by the parent or guardian will be destroyed by School personnel when it 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 student's teacher will be informed of this fact.

Please consult your School Director regarding any unique medication requests.

3. For those students who have a diagnosis of epilepsy or other seizure disorder, the parent or guardian must submit a Seizure Action Plan from the treating physician.
4. With verified documentation from a prescribing physician, a student may possess an EpiPen.

B. Over the Counter (OTC) Medications

A physician must approve the OTC Medications, preparations, and/or remedy requests by completing the **Non-Prescription Medication Administered at School Form** and the student is not permitted to keep this medication in his/her possession. If a student is found using or possessing OTC medication without parent/guardian 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/guardian and physician. Students shall not distribute medication of any kind to another student. Any unused medication unclaimed by the parent will be destroyed by School personnel when a medication 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. Behavior at School bus stops and/or on the school bus is subject to the Code of Student Conduct. Violations of these rules will result in disciplinary action and reported to parents/guardians through a Bus Conduct Report:

- Arrive at your designated bus stop before the bus is scheduled to arrive.
- Get on/off your assigned bus at your designated stop in an orderly manner.
- 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. The Code of Student Conduct rules are expected to be observed.
- Go directly to the bus when dismissed from school and 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. Always keep all objects or parts of your body inside the bus.
- 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.

In addition to the information listed above, the local district transportation has specific rules and guidelines in place that students are expected to follow.

II. DRIVING TO SCHOOL PRIVILEGES

Students who possess a valid driver's license and insurance may be permitted to drive to school by the School Director or his/her designee. A copy of the student's license and insurance must be provided to the School Director or his/her designee prior to the commencement of driving to school privileges. All Ohio driving regulations are enforced.

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 designee shall approve all trips before they are 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 School and management company do not endorse, support, or assume liability in any way for any staff member, volunteer, or parent/guardian of the School who takes students on trips not approved by the School Director or 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 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. CODE OF CONDUCT AND DISCIPLINE

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, or cyberbullying means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and 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

Students are prohibited from possessing and/or using cell phones during the school day unless an exception has been granted by the School Director, the Superintendent, or their designee pursuant to the policy.

It is mandatory that all devices brought on school property are turned in to the School Director or designee before the start of the school day. 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 student's 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 school premises, at school activities or functions -- whether on or off the school premises -- and during 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 of where it occurs, if the misconduct is directed at the school staff or their property.

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

In accordance with Ohio law, a student may be subject to emergency removal if

he/she breaks any of Summit Academy's Code 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 Student Code of Conduct is attached as Exhibit 1.

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 attire should ensure 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 Director. The School's Dress Code is attached as Exhibit 2.

VI. PERSONAL PROPERTY

Students are prohibited from bringing items such as digital music devices (iPods, MP3 players, etc.), smart devices, or pocket video games, etc., to school. Exceptions to this rule may be made by the School Director or designee. Parents/Guardians 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. Further disciplinary action may result.

Summit Academy is not responsible for any personal property brought onto school grounds, including cell phones, jewelry, or other items of value.

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 found in a search that may be evidence of a violation of School rules or the law 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 the safety of all students and will be used in accordance with School policy and corporate safety team guidelines.

VIII. USE OF DRUGS, ALCOHOL, TOBACCO, OR OTHER STIMULANTS

The use of drugs (including all illegal substances), alcohol, tobacco, or other stimulants or possession of drug paraphernalia on school premises or at school sponsored activities or events is prohibited. Other stimulants include betel nuts and other types of stimulants that present a health hazard and can have serious consequences both for the user and the non-user.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including, but not limited to, a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. Additionally, "use of betel nuts" shall mean any and all use, possession, consumption or chewing of the areca nut (commonly known as the betel nut) or substances containing the areca nut. The School shall confiscate any prohibited items. Confiscated items will not be returned.

EXHIBITS

EXHIBIT I. STUDENT CODE OF CONDUCT AND DISCIPLINE

It is the mission of Summit Academy to build hope, success, and well-being through education and advocacy for all of our students. In order to achieve these goals, students are expected to conduct themselves in accordance with law, School policies, student code of conduct, and the School's "Full-Value Contract". The Full-Value Contract sets the following standards:

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.

Students may face discipline when their conduct does not fall within these standards.

A. Student Code of Conduct

All students are expected to:

- Be prompt and on time to school and classes;
- Be attentive in classes;
- Fully participate;
- Refrain from disruptive activity, which includes but is not limited to talking at inappropriate times, running, pushing, fighting, inappropriate contact, yelling or other inappropriate behaviors;
- Be honest;
- Stay on school grounds;
- Act courteously to adults and other students, this includes refraining from using obscenities, vulgarities, engaging in verbal abuse, or using obscene or offensive gestures;
- Cooperate and follow the directions of teachers, administrators, staff, and parent volunteers;
- Work cooperatively with others regardless of the other's race, ability, gender, or ethnic background;
- Complete assignments and homework on time; and

- Act at all times in a manner that conforms to the School's Mission and Full-Value Contract.

Conduct occurring at school, on school grounds, or at school related events that violates the Student Code of Conduct and/or the School's Full-Value Contract may subject the student to disciplinary action including loss of privileges.

B. Student Discipline Code

Each of the behaviors described below are prohibited and may be subject to disciplinary action, including but not limited to suspension, expulsion, removal, or permanent exclusion.

Academic Misconduct

"Academic Misconduct" is any action or attempted action that may result in an unfair academic advantage for oneself or an academic disadvantage to another student. This includes, but is not limited to, cheating, plagiarism, altering documents, gaining access to materials before they are available, or helping another student to gain an unfair academic advantage.

Bomb Threats or Other False Alarms/Reports

Making a threat to bomb a school building or any premises at which a school sponsored activity is taking place is prohibited. Intentionally giving a false alarm of a fire, or tampering/interfering with a fire alarm is prohibited. False alarms or reports endanger not only the students and staff in the building, but also the safety responders responding to the false alarm/report.

Criminal Acts

An act that is considered a criminal offense if committed by an adult, whether or not it results in an adjudication of delinquency or conviction. Criminal Acts include acts that are considered both misdemeanors and felonies if committed by an adult.

Dress Code

Dress Code Violations.

Drugs, Alcohol, Tobacco and/or Other Stimulants

Violations of the Governing Authority's policy on Drugs, Alcohol, Tobacco and/or Other

Stimulants. This includes, but is not limited to possessing, attempting to possess, using, transmitting, concealing, purchasing or attempting to purchase, selling or being under the influence of any alcoholic beverage, controlled substance, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

Electronic Equipment or Technology and Internet Acceptable Use

Violations of the Governing Authority's policy Technology and Internet Acceptable Use. The School will provide any electronic equipment necessary for a student's participation in the education program. Students shall not use or possess electronic devices, smart phones, radios, audio players, video recorders, audio recorders, video games, computers, electronic devices, software, Internet, e-mail and all other similar networks and devices without approval of the School Director during the school day.

Explosives or Fireworks

Students are prohibited from possession of or using explosives or fireworks on school property or at any school related activity, competition, program, or event regardless of where it occurs. Explosives include any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

Firearms

Students are prohibited from bringing a firearm, or possessing a firearm originally brought by another individual, on school property or at any school related activity, competition, program, or event regardless of where it occurs. A firearm under this policy has the same meaning as provident in the Gun-Free Schools Act, 20 U.S.C. 7151 (incorporating 18 U.S.C. 921a by reference). It means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. This term includes devices that reasonably resemble a firearm but does not include an antique firearm that has been rendered inoperable.

Gang Activity

Gang activity includes initiations, hazing, intimidation, harassment or related activities of group

affiliations that threaten the safety or well-being of persons or that are disruptive to the school environment. Students shall not wear, carry or display gang paraphernalia or exhibit behavior or make gestures associated with gangs or gang activities.

Intimidation, Harassment, or Bullying

Actions that violate the School's policy on Intimidation, Harassment or Bullying.

Knives:

Students are prohibited from bringing a knife, or possessing a knife originally brought by another individual, on school property or at any school related activity, competition, program, or event regardless of where it occurs.

A "knife" is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for or is readily capable of causing physical harm.

A "knife capable of causing serious bodily injury" is defined as any cutting instrument consisting of a sharp blade, or sharp blade fastened to a handle, razor blade, or similar device that is readily capable of causing any physical harm that:

- Carries a substantial risk of death;
- Involves some permanent incapacity, whether partial or total, or that involved some temporary, substantial incapacity;
- Involves some permanent disfigurement or that involves some temporary, serious disfigurement; or
- Involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

Knowledge of Dangerous Weapons or Threats of Violence

Students are required to report knowledge of dangerous weapons or threats of violence to a Teacher, Staff Member, or the School Director.

Misconduct against a School Official

Misconduct directed against a school official or employee, or his or her property, regardless of where it occurs is prohibited. Misconduct includes, but is not limited to, harassment, assault

(verbal and/or physical), threats, and/or damaging or destruction of property.

Misconduct occurring off School Grounds

Students may be subject to discipline for misconduct even when it occurs off school property owned or controlled by the governing authority when that activity is connected to activities or incidents that occurred on property owned or controlled by the Governing Authority.

Tobacco

Possessing, attempting to possess, using, transmitting, concealing, purchasing, attempting to purchase, or selling of any tobacco product or paraphernalia on school property or at school events. Tobacco products include e-cigarettes and vapor-based nicotine.

Personal Property

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

No pocketknives, 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.

Weapons – Possession and/or Use

Students are prohibited from possession or using any weapon on school property or at any school related activity, competition, program, or event regardless of where it occurs. A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or be any object used to threaten, harm, or harass another person. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

C. Discipline

Violations of either the Student Code of Conduct or the Student Discipline Code may result in discipline of the student. It is important to note that the rules apply to actions occurring at

school, on school grounds, or at any school related activity, competition, program, or event regardless of where it occurs. This also includes anything occurring on school transportation whether or not provided by the School or by the Student's resident school district.

The School shall provide prompt, reasonable discipline consistent with the severity of the incident. Discipline shall be fair and consistent for all students at the School. Because it is not possible to list every type of misbehavior that may occur. Incidents not described above may be addressed as necessary by School staff. School staff may impose either informal or formal discipline as warranted by the violation and all extenuating circumstances. The disciplinary process may include student conferences and/or parent/guardian/custodian conferences.

Informal Discipline includes, but is not limited to:

- Writing assignments;
- Changing of seating or location;
- Before-school or After-school detention;
- In-school discipline; and
- Other lessor forms of discipline determined by the School Director that occur during the school day.

Detentions may be either before or after school. A student and their parent/guardian/custodian will be given at least one day's notice. The student and their parent/guardian/custodian are responsible for transportation.

Formal Discipline includes, but is not limited to:

- Suspension;
- Expulsion,
- Removal, and
- Permanent Exclusion.

These types of formal discipline are covered in the School's policy on Suspension, Expulsion, Removal, and Permanent Exclusion. In addition, any acts that may be criminal will be reported to law enforcement in addition to any discipline imposed by the School.

D. 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 which 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.

EXHIBIT II. 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.

EXHIBIT III. 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.

Exhibit IV. ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

STUDENTS/PARENTS/GUARDIANS

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

Summit Academy Student and Parent Handbook.

Name of Parent/Guardian:_____
(PLEASE PRINT NAME)

Signed:_____Date:_____
(PARENT/GUARDIAN SIGNATURE)

Name of Student:_____
(PLEASE PRINT NAME)

Signed:_____Date:_____
(STUDENT SIGNATURE)

PARENT/GUARDIAN: PLEASE COMPLETE THIS PAGE AND RETURN IT TO THE SCHOOL OFFICE