CALL TO ORDER

ROLL CALL OF BOARD DIRECTORS
(Chris Bennis; Crystal Bennis; Karol Beltich; David Curtis; Jacqueline Trainor; Ronald Whitmer; David Lang; Alyssa Ryba)

MOTION TO APPROVE MEETING AGENDA

MOTION FOR THE APPROVAL AND THE SIGNING OF MINUTES
   a. May 21, 2018

APPROVALS/ADOPTIONS
   a. Resolution to approve Calamity Days
   b. Approval of 2018-19 Student Handbook
   c. Approve resolution to appoint EMIS Designee for 2018-19 school year
   d. Approve Career Tech Wavier for 2018-19 school year

FINANCIAL APPROVALS/DISCUSSIONS
   a. Approve Financial Statements & Reports for April and May 2018
   b. Approval of the 2018-19 Budget

COMMITTEE REPORTS
   a. School Director Report
   b. Subcommittee Report - Karol Beltich
   c. Ambassador/Fundraising Report

SUMMIT ACADEMY MANAGEMENT REPORT (Presented by SAM Representative (Karen Combs) the report is attached.

OTHER BUSINESS

ESC OF LAKE ERIE COMMENTS - DEANNA SHAMP

PUBLIC COMMENT

ADJOURNMENT

Next Meeting: Monday, September 17, 2018 2503 Leland Ave Akron, OH
Summit Academy Middle School - Akron
BOARD of DIRECTORS
Minutes of May 21, 2018

DIRECTORS PRESENT:  Chris Bennis, Crystal Bennis, David Curtis, Karol Beltich, Jackie Trainor, David Lang, Alyssa Ryba, Ron Whitmer

DIRECTORS ABSENT:      None

ADMINISTRATIVE SUPPORT:
Deb Skul, Chief Academic Officer
Karen Combs, Board Secretary
Amber Shaeffer, Treasurer

GUESTS: Sign in Sheet attached; Deanna Shamp;  ESC of Lake Erie West

The meeting was called to order at 6:00 p.m.

Approval of Meeting Agenda

**ACTION:** Motion was made and seconded to approve the meeting agenda. Motion carried by unanimous vote of directors present.

Approval of Meeting Minutes from March 19, 2018.

**ACTION:** Motion was made and seconded to approve the minutes from March 19, 2018. Motion carried by unanimous vote of directors present.

Approval/Adoptions of the following:

**ACTION:** Motion was made and seconded to approve by resolution the:
Cost Principles and Financial Management for use with federal funds. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to re-approve by resolution the revised Attendance and Truancy Policy (revised). Motion carried by unanimous vote of Directors present.

**ACTION:** Motion was made and seconded to re-approve by resolution the Missing and absent children (revised). Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to re-approve by resolution the Revised Emergency Preparedness and evacuation. Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to re-approve by resolution the revised School Management Plan.  Motion carried by unanimous vote of directors present.

**ACTION:** Motion was made and seconded to approve the resolution, to review and approve the Parent and Family engagement in Title 1 services.

**ACTION:** Motion was made and seconded to approve the adoption of the ODE special Education policies and procedures  (see attached). Motion carried by unanimous vote of directors present.
ACTION: Motion was made and seconded to approve the Contract Modification with The ESC of Lake Erie West (granting Karen Combs permission to make ancillary Changes as requested by the ESC of Lake Erie West). Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the 2018/2019 School Board revised Code of Regulations. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve Christopher Bennis as the president for the 2018/2019 School year. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the vice-president Jackie Trainor for the 2018/2019. School year. Motion carried by unanimous vote of directors present.

Treasurer’s Report – Amber Shaeffer presented the Statement of Financial Position of February and March 2018. A copy of the reports, as well as the bank statement reconciliations will be filed with the minutes.

ACTION: Motion was made and seconded to approve the Treasurer’s report for the months of February and March 2018 as presented. Motion carried by unanimous vote of directors present.

ACTION: Motion was made and seconded to approve the updated 5 year forecast. Motion carried by unanimous vote of directors present.

Reports:

School Director’s Report – Attached

Subcommittee Report: None

Ambassador Program Committee Report / Fundraising ; Derrick Wyman

Summit Academy Management Report– A report was given by Deb Skul, and Karen Combs. See attached report. Discussion on Dash Boards and strategic planning goals, New Education Model, restructuring of school staff.

Esc of Lake Erie Comments – Deanna Shamp

Financial Review: areas reviewed for the recent reports include the following:

- Financial summary
- Year to date actual vs budget forecast
- Any invoices 60 days past due
- FTE Enrollment report
- Monthly separated grants reporting
- Bank Statement
- Bank Reconciliation
- Check Register
Results: no flags, compliant – Please see attached for all three schools

Site Visits: the following areas addressed in April/May for compliance were as follows:
- Assessment update tracking student progress
- Monitoring OIP process
- Progress of TBT’s
- Academic Corrective Action Plan
- LPDC update – PD plan goals; track progress
- Staff training for state testing
- Student file review
  Results: fully compliant no noted areas of improvement at this time for any of the three schools

GA Update – April 2018:
- Understanding Ohio’s Sunshine Laws: The Open Meetings Act
- Yellow Book is released by Attorney General DeWine
- Senate Bill 34 - school is not to start until after Labor Day unless otherwise approved for an earlier start
- Senate Bill 82 – calls are required to be made to the homes of students within the first two hours of school when absent

GA Update – May 2018
- New report Card Indicator – Chronic Absenteeism
  Ohio has selected as a measure of school quality or student success
- Research supports student attendance impacts academic performance
- Defined as: missing 18 or more days in a school year
  Ohio data statewide (see attached) 15-16 school year shows
  15.8% of students met that definition by 2025-26, schools may have no more than 5% to meet the indicator
- Goal is to decrease chronic absenteeism 1% each year until 2025-26 school year statewide where 95% of all students are attending school regularly
- Effective this school year, 2017-18, this indicator will contribute to the “Indicators Met” measure within the achievement component of the LRC
- Schools will be deemed to meet the indicator if either
  1. Meets the benchmark outlined in the table (attached)
  OR
  2. Meets an improvement standard by 3 percentage points from one year to the next
- To ensure that schools do NOT suspend/expel truant students for chronic absenteeism, a review may be conducted of each school’s suspension and expulsion data. Schools that would otherwise meet the indicator but show significant increases in suspension/expulsion rates with “truancy” noted as the reason for discipline, would have their “met” status demoted to “not met.”
- See link in the update document for more information about this change

Other Business: The board reviewed the Conflict of Interest Policy and signed their forms. The Board Goals for 2017/2018 were discussed and completed. The board Goals for the 2018/2019 will be discussed in July.
Public Comment: One Comment Card (attached) Internet Safety, School Nursing. Motion was made and seconded to adjourn the meeting.

Respectfully submitted,  

Karen Combs, Recorder

Approved,

Chris Bennis, President
Summit Academy Akron Middle School
BOARD RESOLUTION
July 16, 2018

WHEREAS, Summit Academy Akron Middle School (IRN #132779) approves the plan for worked missed on Calamity Days.

Approved by the Board of Directors for Summit Academy Akron Middle School.

Signed by: __________________________________________
Its: Board President/Representative

Print Name: __________________________________________

RES: 003-18/19
Summit Academy Schools Plan for Work Missed on Calamity Days

1. By November 1, each classroom teacher will have prepared sufficient instructional activities to cover three days’ worth of class time. The Summit Academy Management Curriculum Team will assist with this collection.

2. These lessons will be posted to the school website in the order in which they should be completed.

3. Many of our families do not have internet access in their homes or the ability to print necessary components of these lessons. To accommodate this, the school will print all needed materials and send them home in a folder to be completed as necessary. This method of distribution is referred to as “blizzard bags.”

4. Students will have a two-week period from the closure date to complete the work. The materials in the folder will be returned to school within this two-week period. Teachers will grade this work as any other. Students who do not complete this work on time may receive an incomplete or failing grade.

5. Blizzard bags will be prepared and distributed by the November 1 deadline noted above.
STUDENT AND PARENT HANDBOOK

Revised 6/2018
Report it!

SafeSchools Alert is our district’s tip reporting service. If you have information about a threat to our safety, do your part and report it! And remember, you can remain anonymous.

4 EASY WAYS

👤 http://1039.alert1.us
📧 1039>alert1.us
📞 234.231.0554
📢 Text your tips to 234.231.0554

FOR EMERGENCIES, CALL 911

REPORT TIPS ON:
• Bullying
• Intimidation
• Harassment
• Weapons
• Drugs
• Other

For emergencies, always call 911. All tips submitted to our SafeSchools Alert system are taken seriously and will be acted upon. Please be responsible with your submissions.
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Section I

INTRODUCTION

1. 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 contained herein, or for additional information you may not find here. Please also refer to the supplements accompanying this handbook for information particular to your school.

To increase the degree of educational success, 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 guardians and is not intended to cover all applicable provisions. The full policies and procedures are available in the school’s office.

2. MISSION STATEMENT

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

3. 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.
4. **EQUAL EDUCATION OPPORTUNITY**

Summit Academy welcomes all students. We acknowledge and value the differences among us, and will not discriminate on the basis of race, gender, sexual orientation, color, marital status, pregnancy, religion, national or ethnic origin, ancestry or disability in the administration of our employment, educational or admissions policies, or any other program or project area of the school.

It is the policy of the School to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered regardless of race, color, creed, disability, religion, sex, ancestry, national origin, social or economic background, or other legally protected category.

Summit Academy students access special education services through proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under IDEA Policy and its regulations and under state and federal laws and regulations.

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**Section II**

**GENERAL INFORMATION**

1. **ADMISSION POLICY/ENROLLMENT**

All educational programs are available to students without regard to race, color, national origin, sex, religion or disability. Applications for enrollment will be accepted during a designated enrollment period. If the number of new students enrolling exceeds the number of available openings, a waiting list will be maintained for each learning level. Students will be determined through a lottery selection process when applicable, except preference shall be given to students attending the previous year and may be given to eligible siblings of such students. Parents/guardians are required to re-enroll their child each school year so that appropriate staffing can be maintained.

2. **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, the School Director, or the Regional Director, as this will only delay the communication necessary for making this decision.

3. **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.
4. **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.

5. **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 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; 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.

**Storage compartment and desk searches.** Student storage compartments and desks are the property of Summit Academy. Summit Academy reserves the right to have school officials search any storage compartment or desk whenever necessary, for the maintenance of the educational process or to protect the health, safety and welfare of the students. Such searches may or may not be announced. As a general rule, sports items, toys, collectibles and electronics should not be brought from home. These items may be confiscated and will be returned only to the parent/guardian by the office. If students are provided storage compartments in which to store materials, it should be clearly understood that this storage area is the property of the school and may be searched at any time at the desire of school personnel. Anything that is found in the course of 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 which have been confiscated. Students are responsible for the safekeeping of their belongings. Locks, if present, are to help prevent theft, not to prevent searches. The school is not responsible for replacement of lost, damaged, or stolen items brought to school.

6. **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 our students wear uniforms, IT IS VERY IMPORTANT THAT YOU LABEL ALL ARTICLES OF CLOTHING, including hats, gloves, coats, sweatshirts, lunch bags or back packs (any item that the child may remove). All unclaimed articles are given to a charitable organization
7. **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.

8. **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 they are in, what their pick-up time will be on those days and who will be picking him/her up. Cell phone use is addressed in Section VIII.

9. **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 or other support for this organization assures the success of our school.

10. **SCHOOL 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.

11. **SOLICITATION**

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

12. **STUDENT RECORDS**

Confidential records contain educational and behavioral information that have restricted access based on the 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.
13. AUTOMATED CALLING SYSTEM

School announcements, cancelations, 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.

14. VISITATION POLICIES

Visitation policies exist to provide a safe educational environment for our students.

VISITORS TO THE SCHOOL:
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.

a) All visitor 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.
b) All visitors must display a visitor’s badge while visiting the school.
c) Tobacco use in any nature is prohibited on school grounds.
d) No person shall be intoxicated or bring, sell or give away alcohol on the premises.
e) 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.
f) 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.
g) No person shall talk, shout, scream, yell, or otherwise conduct himself so as to disturb the peace and good order of the school.
h) The use of profanity in the school building or on the school grounds is strictly prohibited.
i) Any parent/guardian wishing to visit/observe their student must make prior arrangements with the School Director before observing.

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 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.

15. **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.

16. **WITHDRAWALS**

A student who fails to participate in one hundred five 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 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 within 14 days of receipt of the signed authorization. All school property should be returned and fees paid before withdrawing.

**Section III**

**ACADEMIC INFORMATION & TECHNOLOGY**

1. **REPORT CARDS**

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

2. **HOMEWORK**

Please refer to your School Administrator or your student’s teacher(s) for homework policy specific to your student.

3. **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, that utilizes 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 synapsis of the brain and causes the transmitters to relax and connect cross laterally in the brain, 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, respect for others and helps with self-control in behavioral situations.

4. TECHNOLOGY

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you 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 and moral goals. 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, e-mail 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, e-mail, instant messaging, web pages, and the use of hardware and/or software which 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.

COMPUTER/INTERNET USAGE & 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 & 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 on-line safety lesson as required by the Children’s Internet Protection Act (CIPA).
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.

As partners in the education of our children, we ask all parents/guardians to monitor their child’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 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

5. 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

1. ABSENCES FROM SCHOOL (EXCUSED)

Students enrolled in the School must attend School regularly in accordance with the laws of the State. 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 School 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 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.

Excused Absences

1. Excused Absences. The governing authority recognizes the following absences as excused:

   a. Personal physical illness such as to prevent attendance at school;
   b. Personal mental illness such that the student will not benefit from instruction;
   c. Medical or dental appointments;
   d. Illness in the family, if the student is age 14 or older;
   e. Quarantine of the home;
   f. Observance of religious holidays;
   g. Parent’s inability to employ help in the family’s business or to work on the family’s farm at necessary times;
   h. College visits;
   i. Court subpoena
   j. Instruction at home from a person qualified to teach the branches of education in which instruction is required;
   k. An emergency or set of circumstances which in the judgement of the school constitute a good and sufficient cause for absence; or
   l. 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 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 with instructional assistance for the absence to be excused.

Upon return 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.

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

When the student has accumulated five (5) days of unexcused absences, the school will send a “Truancy Notice and Warning” letter, in accordance with Ohio Revised Code Section 3321.19, to the parent/guardian. Subsequent unexcused absences may result in a referral to the appropriate county or government reporting agency. (*Please refer to #6 in this section for additional information on truancy.*)

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.

Students failing to participate in 105 consecutive hours (or per your county’s requirement) of learning opportunities without a legitimate excuse may be automatically withdrawn from the school. The student will also be reported to their local public Board of Education.

2. **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 are responsible for notifying the school office to update the emergency contact information as changes occur.**

3. **ARRIVAL/DISMISSAL**

Students must arrive at the designated arrival time and must be picked up at the designated pick-up time. Adult supervision is not available before or after school. For those parents/guardians providing transportation for their child, you must drop off or pick up your child at the designated area. **Please refer to the supplement accompanying this handbook for detailed information regarding arrival/dismissal procedures specific to your school.** If you arrive early, please do 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.
4. **ATTENDANCE POLICY/CALL-OFF PROCEDURE**

1. 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 School is in session or as soon as practicable.

2. 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.

3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal 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 Board of Education’s policy and the Missing Children’s Act. If you get an answering service or voice mail, please give your name, student’s name, grade and reason for 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 105 consecutive hours (or per your county’s requirement) of learning opportunities without a legitimate excuse must be automatically withdrawn by the school.**

Please refer to #1 in this section for a list of recognized excused absences.

5. **SIGNING IN/SIGNING OUT STUDENTS**

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

6. **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 School 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 school if a student is absent from the School with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) 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 thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student otherwise habitually truant include but are not limited to:

1. the student was enrolled in another school;
2. the student’s absence was excused in accordance with applicable law or policy; or,
3. 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 ten (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 Truancy is available by request from the School office.

7. 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 (5) excused vacation days will be allowed under this policy. If vacation days cause the student to exceed 15 days 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 administration for visitations relative to leave or deployment. Please refer to the School office for appropriate forms and required authorizations.

SECTION V

STUDENT ACTIVITIES

1. AFTER-SCHOOL ACTIVITIES/CLUBS

Students that 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 that will pick up the student at the conclusion of the event. Students that 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.
2. 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. Our no-smoking policy also applies to field trips, as this is an extension of our school day.

3. 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 his/her lunch 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 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

1. COMMUNICABLE DISEASES

The School recognizes that control of the spread of communicable disease through both casual contact and non-casual contact is essential to the well-being of the School community and to efficient School operations. 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.

**NON-CASUAL 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 air-borne 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 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.

2. 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 fourteen (14) calendar days without providing acceptable immunization records. After fourteen (14) days, student (including kindergarten) for whom proper records have not been provided must be excluded from school per ORC Section 3313.671.

3. MEDICATION PROCEDURE

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:

a) 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, 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 which should be reported to the physician. It is very important to list the physician’s name, address and phone number.

b) 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

c) 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.

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

f) 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.

g) Please consult your School Director regarding any unique medication requests

OVER THE COUNTER MEDICATIONS

a) A physician must approve the OTC medication request and the student is not permitted to keep this medication in his/her possession.

b) 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.

c) Students shall not distribute medication of any kind to another student.

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

SECTION VII

TRANSPORTATION

Summit Academy does not provide transportation, however we do, when possible, work with parents to coordinate with school districts to arrange for transportation for students in need. We do not own or operate busses for transportation.

1. 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.

a) Get on and off your regularly assigned bus at your designated stop in an orderly manner.

b) Arrive at your designated bus stop before the bus is scheduled to arrive.

c) 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.

d) 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.

e) Use no profane language or gestures. Eating or drinking is not permitted on the bus when the bus is in motion.

f) 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.)

g) You must NOT throw or pass objects on, from, or into the bus.

h) Keep all objects or parts of your body inside the bus at all times.

i) 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 diver.

j) Cross the street at least ten (10) feet in front of the bus.
k) 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.

2. 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. Any student who drives to school may have their driving privileges suspended for disciplinary reasons.

3. FIELD TRIP TRANSPORTATION

A field trip or School-sponsored trip shall be defined as any planned journey by one or more students away from the 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 ability, 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 School 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

1. BULLYING/HARASSMENT

Summit Academy prohibits acts of bullying, harassment or intimidation of any student, or other person associated with the School. Harassment, intimidation, bullying and cyberbullying means 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 bullying/harassment may be obtained in the School office**
- Students must report acts of harassment, to teachers, School’s 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

2. **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.

3. **CODE OF STUDENT CONDUCT**

**STUDENT RIGHTS & RESPONSIBILITIES**

All students are expected to conform to the Student Code of Conduct at School, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School and are subject to the School’s disciplinary process when they fail to do so. 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 School Staff or their property.

**Progressive Discipline**

**First Level Offense**

1. Teacher explains or reviews class and School rules and warns the student of possible consequences.
2. Teacher applies appropriate in school consequences.
Second Level Offense

1. Teacher/School Director applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.

2. Teacher/School Director personally communicates the problem(s) with the student’s parent(s).

3. Teacher/School Director sends a written report home and a copy to the office.

Third Level Offense

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the School Director may suspend the student from School, not to exceed ten School days.

Fourth Level Offense

If actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy 274 Permanent Exclusion of Non-Disabled Students or Policy 275 Discipline/Suspension/Expulsion of Disabled Students.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the School Director and/or the Regional Director of the School.

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<th>Definition</th>
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<td>Academic Misconduct</td>
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<td>Plagiarizing, cheating, copying another’s work or internet materials, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).</td>
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<td>Bomb Threat</td>
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<td>Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.</td>
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<td>Criminal Act</td>
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<td>Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.</td>
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<td>Disruptive Behavior</td>
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<td>Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other Students or Staff, and running and/or making excessive noise in the building.</td>
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<td>Dress Code Violations</td>
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<td>Electronic and Other Communication Devices</td>
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<td>Refusal to Do Classroom Work</td>
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| Minor Safety                                      | Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to:  
  - Talking during safety drills  
  - Running, pushing, yelling, or other inappropriate behaviors  
  - Any inappropriate playground behaviors  
  - Minor insubordination to adults |
| Major Safety                                      | Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to:  
  - Leaving the school building or grounds without permission  
  - Other acts which could harm the student or others |
| Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances | Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Drugs and Alcohol. |
| School Property                                   | Textbooks, computers, and School facilities are available for student use. Proper care and use of School property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to:  
  - Defacing textbooks, library books, and other School materials  
  - Destruction or improper use of School computers, printers, or other technology  
  - Defacing/destruction of School property including desks, walls, lockers, etc.  
  - Failure to respect the property of other students, teachers, School personnel, etc.  
  - Gum chewing on school property  
  - Improper use of restrooms and/or supplies  
  - Stealing |
| Sexual or Other Harassment                        | Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim’s employment or educational environment. See Harassment Policies. |
| Tardiness                                          | To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the School schedule.                                                                      |
| Theft                                             | Stealing, attempting to steal, possessing or transferring School or private                                                                                                                                   |
property, or participating in the theft or attempted theft of School or private property.

Toys or Play Objects
School is a place of learning. Distractions cause students to be inattentive. Therefore, students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to:
• Bringing toys or distracting objects to School
• Creating toys or distracting objects at School

Truancy
Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Truancy Policy.

Violating Classroom Rules
Not following the classroom rules as determined by the classroom teacher.

** As a final note, 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.

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 ten (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.

EMERGENCY REMOVAL
In accordance with Ohio Revised Code, Sections 3313.66, 3313.661, and 3313.662, a student may be 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. The following procedure should be followed prior to the emergency removal. Please note: if the safety of the students or staff is in question, the responding staff may bypass steps below to ensure safety.
1. The staff member assigns the student to take a break in a designated area.
2. A “social autopsy” is then conducted by the classroom teacher or designee.
3. If the “social autopsy” is ineffective, the student should meet with the School Director.
4. The School Director determines if it is necessary for the student to meet with the Behavior Specialist. If yes, the student meets with the Behavior Specialist. If no, the student meets with the Administrator.
5. If the above is unsuccessful, the parent is contacted to speak to the student.
6. If the student is unable to de-escalate and return to class, the parent is contacted and asked to pick up the student immediately to discuss the emergency removal. The Secretary should state, “You must come immediately to get your child. He/She is being removed for his safety and the safety of others for the rest of the day. He/She is not suspended and is to return to school on the next school day.” The Emergency Removal form is filled out.
7. The student shall be given a copy of the Emergency Removal paperwork. The parent or guardian must receive a copy of the paperwork within 24 hours.
8. A hearing shall be held within three school days from the time the removal is ordered which should include the parent, School Director, Behavior Specialist and Teacher to discuss a plan of action.

9. A Functional Behavior Assessment and Behavior Intervention Plan are completed if necessary based on the severity and frequency of the behavior.

A student may be subject to emergency removal for violation of the Code of Student Conduct as described above.

**SUSPENSION**

1. The intended suspension must be in accordance with School code.
2. Written notification of the reason for the intended suspension must be given to the student.
3. The pupil must be given an opportunity for an informal hearing before the School Director or designee to challenge the suspension or explain his/her actions.

4. If the student has been suspended, the parent/custodian/guardian must be notified within twenty-four (24) hours of the suspension and such notice must include:
   a. the reason for the suspension
   b. the right to appeal the action of the Board or its designee
   c. the right to a hearing
   d. the right to request the hearing be held in executive session

A student may be subject to suspension for violation of the Code of Student Conduct as described above.

**EXPULSION**

1. The intended expulsion must be in accordance with the School code.
2. The pupil and his/her parent/custodian/guardian must be given written notice of intention to expel; a copy will be forwarded to the Regional Director.
3. The Regional Director shall send a written notice which will include the following:
   a. the reason for the intended expulsion
   b. the date, time, and place of the hearing
   c. notification of the right to be represented
   d. the right to request an extension of time for the hearing to be held
4. The hearing must be no sooner than three, but no later than five days after the notice, unless an extension is granted.
5. If an extension is granted, the parties must be notified of the new time and place of the hearing.
6. If the student is expelled, the parent/guardian/custodian must be notified within twenty-four hours. The notice must include:
   a. the reason(s) for the expulsion
   b. the right to appeal the action to the Board or its designee
   c. the right to be represented in appeal proceedings
   d. the right to a hearing before the Board or its designee
   e. the right to request the hearing be held in executive session
7. Notification with explanation will be sent to the exiting student’s district of residence.
8. A student may be expelled for not more than eighty (80) days for persistent and flagrant violations. A student shall be expelled one calendar year or longer for bringing or possessing a firearm on School property.
A student may be expelled for violation of the Code of Student Conduct as described above.

**APPEAL PROCESS for SUSPENSIONS & EXPULSIONS**

The parent/guardian has the right to appeal this decision to the School Board or its designee and to have a hearing before the Board or its designee within ten (10) school days from the date on the suspension notice. The parent/guardian has the right to be represented in the appeal proceeding by a representative of choice and to request the appeal hearing to be held in executive (private) session. The parent/guardian has the right to reschedule the hearing date twice only, and must be within 72 hours of notice. Filing an appeal will not delay the start of the suspension.

4. **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.
5. 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 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 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.

6. 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.

7. SMOKING 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.
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 & Guardian 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
BOARD RESOLUTION

SUMMIT ACADEMY AKRON MIDDLE SCHOOL
MEETING DATE: JULY 16, 2018

RESOLUTION TO APPOINT EMIS DESIGNEE

Resolution to appoint Debra Webster, EMIS Coordinator for Summit Academy Management as fiscal EMIS coordinator for purposes of determining, verifying and submitting all EMIS data on behalf of the SUMMIT ACADEMY AKRON MIDDLE SCHOOL in compliance with state law (HB66).

SIGNED:______________________________

NAME:______________________________
[please print name]

ITS:______Board President/Board Representative_____
BOARD RESOLUTION

SUMMIT ACADEMY AKRON MIDDLE SCHOOL

MEETING DATE: July 16, 2018

Waiver to the requirement of providing Middle School Career Technical Education

Whereas the Summit Academy Akron Middle School hereby declares that providing career-technical education for students enrolled in grades 7 and 8 during 2018-2019 school year in accordance with the requirements of Ohio Revised Code Section 3313.90 will not take place. Instead, the school will focus on the implementation of the Career Advising program, knowing that the majority of our population will require a Student Success Plan and will need targeted support in this initiative.

Whereas the Summit Academy Akron Middle School understands that the waiver is only for the 2018-2019 school year:

Therefore, be it resolved that the Summit Academy Akron Middle School hereby authorizes the district Superintendent or Designee to submit to the State Superintendent of Public Instruction this resolution and justification for requesting not to provide middle school career technical education for the 2018-2019 school year.

SIGNED: ______________________________________

NAME: __________________________________________

[Please print name]

ITS: Board President/Board Representative

RES: 001-18/19

Learning Without Limits
I. April and May Treasurer’s Report

a. April:

i. Foundation revenue (line 1) is based on 69.63 FTE’s. The budget is based on 72 students at an average of $15,446.76 per student for the year.

ii. Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Budget amounts are projected evenly from month to month throughout the year.

iii. Retirement benefits (line 14) budget amounts are based on estimates that are provided to the retirement systems months in advance. They do a true up at year end and we either pay the difference or they issue us a check.

iv. Staff Training costs (line 19) actual includes Professional Development presentation of Trauma Informed Instruction 6-8 thru Staff Dev for Educators; paid for with federal funds.

v. Student Activity costs (line 30) actual includes games/photo booth rental thru Ohio Mobile Gaming for field day event; paid for with student fee funds.

vi. Food Service costs (line 31) actual includes breakfast/lunch services for the month of March. Also includes milk supply for the month from Reiter Dairy.

vii. Contract Bus Services (line 33) actual includes student transportation for the month of March.

viii. Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month’s amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.
b. **May:**

1. Foundation revenue (line 1) is based on 69.88 FTE’s. The budget is based on 72 students at an average of $15,446.76 per student for the year.

2. Lines 2, 3 and 4 – Actual revenue varies from budget due to timing of claim payments and when they are received. Budget amounts are projected evenly from month to month throughout the year.

3. Retirement benefits (line 14) budget amounts are based on estimates that are provided to the retirement systems months in advance. They do a true up at year end and we either pay the difference or they issue us a check.

4. Repairs & Maintenance (line 25) budget includes an amount for facilities CIP projects to improve HVAC system, plumbing, sprinkler, and electrical system updates.

5. Food Service costs (line 31) actual includes breakfast/lunch services for the months of April and May. Also includes fruits & vegies program supplies for the months of April and May.

6. Contract Bus Services (line 33) actual includes student transportation for the month of April.

7. Professional Services (line 36) actual includes tax preparation fees; also includes financial auditing fees for the 2017 audit.

8. Admin cost (line 44) is the cost of administration expenses, the majority being salaries. For the budget for the fiscal year, this is the number that is used to balance the budget. The monthly budget amount is the fiscal year amount divided by 12. The actual month’s amount is the schools portion of the actual costs. This is calculated and allocated by comparing to the amount of foundation received as a part of the whole consortium.

c. All other items were reviewed and no material or significant discrepancies were notated.

d. **NOTE:** In compliance with HB2 and ORC 3314.024 we will present to your school board at your next board meeting the detailed accounting for your school. This will be in addition to the regular financials for the month of February. In order to meet compliance with the ESCLEW we will have posted this information in the compliance system by the end of March.

If you have any additional questions, please feel free to contact Amber Shaeffer @ 330-670-8470 ext. 6520 or amber.shaeffer@summitacademies.org
### Unaudited Statement of Activities
#### Akron Middle
April 2018

<table>
<thead>
<tr>
<th></th>
<th>FY18</th>
<th></th>
<th>FY18</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Budget</td>
<td>Monthly</td>
<td>YTD</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget/Actual</td>
<td>Variance</td>
<td>% Variance</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation Revenue</td>
<td>$97,189</td>
<td>$92,530</td>
<td>$4,659</td>
<td>-5%</td>
</tr>
<tr>
<td>Total Medicaid Revenue</td>
<td>$1,328</td>
<td>$3,623</td>
<td>($2,296)</td>
<td>133%</td>
</tr>
<tr>
<td>Total Grants Revenue</td>
<td>$7,233</td>
<td>$12,539</td>
<td>($5,206)</td>
<td>71%</td>
</tr>
<tr>
<td>Total Food Program Revenue</td>
<td>$4,209</td>
<td>$2,873</td>
<td>$1,336</td>
<td>-32%</td>
</tr>
<tr>
<td>Total Student Fees</td>
<td>$176</td>
<td>$14</td>
<td>$60</td>
<td>-92%</td>
</tr>
<tr>
<td>Total Contributions</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Investment Income</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Other Revenue</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$110,235</td>
<td>$111,579</td>
<td>($1,344)</td>
<td>-1%</td>
</tr>
<tr>
<td><strong>Management Fees</strong></td>
<td>$110,235</td>
<td>$111,579</td>
<td>($1,344)</td>
<td>-1%</td>
</tr>
<tr>
<td><strong>Net Gain (Loss) for the Year</strong></td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Expenditures by SAM for each School</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries and Wages</td>
<td>$45,530</td>
<td>$48,699</td>
<td>$3,169</td>
<td>-7%</td>
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<tr>
<td>Total Payroll Taxes</td>
<td>$2,845</td>
<td>$1,177</td>
<td>($1,668)</td>
<td>59%</td>
</tr>
<tr>
<td>Total Retirement Benefits</td>
<td>$5,663</td>
<td>$7,567</td>
<td>$1,904</td>
<td>-34%</td>
</tr>
<tr>
<td>Total Insurance Benefits</td>
<td>$6,792</td>
<td>$8,343</td>
<td>$1,551</td>
<td>-23%</td>
</tr>
<tr>
<td>Total Payroll Processing</td>
<td>$46</td>
<td>$47</td>
<td>$1</td>
<td>-3%</td>
</tr>
<tr>
<td>Total Staff Recruiting</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Sponsorship Fees</td>
<td>$1,003</td>
<td>$1,367</td>
<td>$364</td>
<td>-36%</td>
</tr>
<tr>
<td>Total Staff Training costs</td>
<td>$4,493</td>
<td>$15</td>
<td>($4,478)</td>
<td>100%</td>
</tr>
<tr>
<td>Total General Travel</td>
<td>$46</td>
<td>$47</td>
<td>$1</td>
<td>-3%</td>
</tr>
<tr>
<td>Total Building Lease costs</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Bldg Utilities</td>
<td>$1,868</td>
<td>$2,795</td>
<td>$927</td>
<td>-50%</td>
</tr>
<tr>
<td>Total Bldg Service costs</td>
<td>$898</td>
<td>$1,962</td>
<td>$1,064</td>
<td>-119%</td>
</tr>
<tr>
<td>Total Copier Costs</td>
<td>$570</td>
<td>$470</td>
<td>($100)</td>
<td>18%</td>
</tr>
<tr>
<td>Total Repairs &amp; Maintenance</td>
<td>$84</td>
<td>$825</td>
<td>$741</td>
<td>-82%</td>
</tr>
<tr>
<td>Total Curriculum costs</td>
<td>$364</td>
<td>$194</td>
<td>($170)</td>
<td>47%</td>
</tr>
<tr>
<td>Total Education Therapy</td>
<td>$3,155</td>
<td>$5,635</td>
<td>$2,480</td>
<td>-79%</td>
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<tr>
<td>Total Martial Arts costs</td>
<td>$7</td>
<td>$16</td>
<td>$9</td>
<td>-120%</td>
</tr>
<tr>
<td>Total Meeting Costs</td>
<td>$6</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Student Activity cost</td>
<td>$1,148</td>
<td>$276</td>
<td>($872)</td>
<td>76%</td>
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<tr>
<td>Total Food Service costs</td>
<td>$4,256</td>
<td>$1,900</td>
<td>($2,356)</td>
<td>55%</td>
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<tr>
<td>Total Shirts Uniform costs</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Contract Bus Services</td>
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<td>$3,385</td>
<td>$183</td>
<td>-6%</td>
</tr>
<tr>
<td>Total Insurance General</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>FY18 Current Month</td>
<td>FY18 Budget/Actual Variance</td>
<td>Monthly % Variance</td>
<td>FY18 Year to Date</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------</td>
<td>-----------------------------</td>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Total Actual Legal Fees</td>
<td>$35</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Total Budget Legal Fees</td>
<td>$36</td>
<td>$ 380</td>
<td>$ 563</td>
<td>-48%</td>
</tr>
<tr>
<td>Total Variance Legal Fees</td>
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</tr>
<tr>
<td>Total Actual Professional Fees</td>
<td>$37</td>
<td>$ -</td>
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<td>0%</td>
</tr>
<tr>
<td>Total Budget Professional Fees</td>
<td>$38</td>
<td>$ 962</td>
<td>$ 140</td>
<td>96%</td>
</tr>
<tr>
<td>Total Variance Professional Fees</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Actual Office Expenses</td>
<td>$39</td>
<td>$ 2</td>
<td>$ 42</td>
<td>-2610%</td>
</tr>
<tr>
<td>Total Budget Office Expenses</td>
<td>$40</td>
<td>$ 25</td>
<td>$ (927)</td>
<td>96%</td>
</tr>
<tr>
<td>Total Variance Office Expenses</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Advertising Costs</td>
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<td>Total Budget Advertising Costs</td>
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<tr>
<td>Total Variance Advertising Costs</td>
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<tr>
<td>Total Actual Development Costs</td>
<td>$43</td>
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<td>0%</td>
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<tr>
<td>Total Budget Development Costs</td>
<td>$44</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Total Variance Development Costs</td>
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<tr>
<td>Total Actual Other expenses</td>
<td>$45</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Total Budget Other expenses</td>
<td>$46</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Total Variance Other expenses</td>
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<td></td>
</tr>
<tr>
<td>Total Actual Depreciation Costs</td>
<td>$47</td>
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<td>$ -</td>
<td>0%</td>
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<tr>
<td>Total Budget Depreciation Costs</td>
<td>$48</td>
<td>$ -</td>
<td>$ -</td>
<td>0%</td>
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<tr>
<td>Total Variance Depreciation Costs</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Interest and Loan Pmts</td>
<td>$49</td>
<td>$ 196</td>
<td>$ 315</td>
<td>-61%</td>
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<tr>
<td>Total Budget Interest and Loan Pmts</td>
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<td>-86%</td>
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<td>Total Variance Interest and Loan Pmts</td>
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<td></td>
<td></td>
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<tr>
<td>Total Actual Admin. Costs</td>
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<td>$ 29,779</td>
<td>$ 15,997</td>
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<tr>
<td>Total Budget Admin. Costs</td>
<td>$53</td>
<td>$ 188,271</td>
<td>$ 159,966</td>
<td>-18%</td>
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<tr>
<td>Total Variance Admin. Costs</td>
<td>$54</td>
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<tr>
<td>Total Actual Expenses</td>
<td>$55</td>
<td>$ 113,243</td>
<td>$ 101,763</td>
<td>-11%</td>
</tr>
<tr>
<td>Total Budget Expenses</td>
<td>$56</td>
<td>$ 1,099,796</td>
<td>$ 1,130,188</td>
<td>3%</td>
</tr>
<tr>
<td>Total Variance Expenses</td>
<td>$57</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surplus/(Deficit) (before debt)</td>
<td>$58</td>
<td>$ (3,008)</td>
<td>$ 9,816</td>
<td>-11%</td>
</tr>
<tr>
<td>Debt Payments</td>
<td>$59</td>
<td>$ 4,176</td>
<td>$ 3,913</td>
<td>-61%</td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>$60</td>
<td>$ (7,183)</td>
<td>$ 5,903</td>
<td>-61%</td>
</tr>
<tr>
<td>Number of Students</td>
<td>$61</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue per Student</td>
<td>$62</td>
<td>$ 1,583.16</td>
<td>$ 19,015.31</td>
<td>3%</td>
</tr>
<tr>
<td>Expense per Student</td>
<td>$63</td>
<td>$ 1,626.36</td>
<td>$ 15,794.85</td>
<td>3%</td>
</tr>
</tbody>
</table>
## Summit Academy
### Akron Middle
#### Unaudited Statement of Activities
##### May 2018

<table>
<thead>
<tr>
<th>FY18</th>
<th>Current Month</th>
<th>Budget/Actual</th>
<th>Monthly</th>
<th>Year to Date</th>
<th>YTD</th>
<th>Budget/Actual</th>
<th>YTD</th>
<th>Expenditures by SAM for each School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Variance % Variance</td>
<td>Actual</td>
<td>Budget</td>
<td>Variance % Variance</td>
<td>Budget</td>
</tr>
<tr>
<td>1</td>
<td>Foundation Revenue</td>
<td>$102,486</td>
<td>$92,530</td>
<td>$9,956</td>
<td>-10%</td>
<td>$1,124,835</td>
<td>$1,020,350</td>
<td>-9%</td>
</tr>
<tr>
<td>2</td>
<td>Total Medicaid Revenue</td>
<td>$50,261</td>
<td>$36,395</td>
<td>$13,866</td>
<td>-28%</td>
<td>$62,499</td>
<td>$61,759</td>
<td>-1%</td>
</tr>
<tr>
<td>3</td>
<td>Total Grants Revenue</td>
<td>$11,702</td>
<td>$12,539</td>
<td>$(837)</td>
<td>7%</td>
<td>$160,434</td>
<td>$151,807</td>
<td>8,627</td>
</tr>
<tr>
<td>4</td>
<td>Total Food Program Revenue</td>
<td>$4,835</td>
<td>$2,873</td>
<td>$1,962</td>
<td>-41%</td>
<td>$38,016</td>
<td>$29,048</td>
<td>8,967</td>
</tr>
<tr>
<td>5</td>
<td>Total Student Fees</td>
<td>$198</td>
<td>$14</td>
<td>$184</td>
<td>-93%</td>
<td>$2,935</td>
<td>$1,430</td>
<td>1,505</td>
</tr>
<tr>
<td>6</td>
<td>Total Contributions</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>$850</td>
<td>$850</td>
<td>$0</td>
</tr>
<tr>
<td>7</td>
<td>Total Investment Income</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>8</td>
<td>Total Other Revenue</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>9</td>
<td>Total Revenue</td>
<td>$169,482</td>
<td>$144,351</td>
<td>$25,131</td>
<td>17%</td>
<td>$1,389,569</td>
<td>$1,264,394</td>
<td>125,175</td>
</tr>
<tr>
<td>10</td>
<td>Management Fees</td>
<td>$169,482</td>
<td>$144,351</td>
<td>$25,131</td>
<td>17%</td>
<td>$1,389,569</td>
<td>$1,264,394</td>
<td>125,175</td>
</tr>
<tr>
<td>11</td>
<td>Net Gain (Loss) for the Year</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>

### Expenditures by SAM for each School

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries and Wages</td>
<td>$50,900</td>
<td>$49,449</td>
<td>$1,451</td>
<td>3%</td>
</tr>
<tr>
<td>Total Payroll Taxes</td>
<td>$647</td>
<td>$1,177</td>
<td>$529</td>
<td>-82%</td>
</tr>
<tr>
<td>Total Retirement Benefits</td>
<td>$5,663</td>
<td>$7,567</td>
<td>$1,904</td>
<td>-34%</td>
</tr>
<tr>
<td>Total Insurance Benefits</td>
<td>$6,571</td>
<td>$8,343</td>
<td>$1,771</td>
<td>-27%</td>
</tr>
<tr>
<td>Total Payroll Processing</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Staff Recruiting</td>
<td>$1,026</td>
<td>$1,367</td>
<td>$341</td>
<td>-33%</td>
</tr>
<tr>
<td>Total Training costs</td>
<td>$74</td>
<td>$77</td>
<td>$3</td>
<td>-3%</td>
</tr>
<tr>
<td>Total Building Lease costs</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Bldg Utilities</td>
<td>$1,790</td>
<td>$2,470</td>
<td>$680</td>
<td>-38%</td>
</tr>
<tr>
<td>Total Bldg Service costs</td>
<td>$1,601</td>
<td>$1,662</td>
<td>$61</td>
<td>-4%</td>
</tr>
<tr>
<td>Total Copier Costs</td>
<td>$449</td>
<td>$470</td>
<td>$21</td>
<td>-5%</td>
</tr>
<tr>
<td>Total Repairs &amp; Maintenance</td>
<td>$140</td>
<td>$25,325</td>
<td>$25,185</td>
<td>-1805%</td>
</tr>
<tr>
<td>Total Curriculum costs</td>
<td>$-</td>
<td>$194</td>
<td>$194</td>
<td>0%</td>
</tr>
<tr>
<td>Total Education Therapy</td>
<td>$3,497</td>
<td>$5,635</td>
<td>$2,138</td>
<td>-61%</td>
</tr>
<tr>
<td>Total Martial Arts costs</td>
<td>$134</td>
<td>$8</td>
<td>$(126)</td>
<td>94%</td>
</tr>
<tr>
<td>Total Meeting Costs</td>
<td>$49</td>
<td>$33</td>
<td>$284</td>
<td>-581%</td>
</tr>
<tr>
<td>Total Student Activity cost</td>
<td>$345</td>
<td>$930</td>
<td>$584</td>
<td>-169%</td>
</tr>
<tr>
<td>Total Food Service costs</td>
<td>$10,380</td>
<td>$9,000</td>
<td>$8,480</td>
<td>82%</td>
</tr>
<tr>
<td>Total Shirts Uniform costs</td>
<td>$-</td>
<td>$-</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Total Contract Bus Services</td>
<td>$4,057</td>
<td>$3,095</td>
<td>$(962)</td>
<td>24%</td>
</tr>
<tr>
<td>Total Insurance General</td>
<td>$-</td>
<td>$-</td>
<td>$0</td>
<td>0%</td>
</tr>
</tbody>
</table>

---

*Summit Academy*

*Akron Middle*

*Unaudited Statement of Activities*

*May 2018*
## Unaudited Statement of Activities

### May 2018

<table>
<thead>
<tr>
<th>FY18</th>
<th>FY18</th>
<th>FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current Month</td>
<td>Budget/Actual</td>
</tr>
<tr>
<td>35</td>
<td>Total Legal Fees</td>
<td>$ -</td>
</tr>
<tr>
<td>36</td>
<td>Total Professional Services</td>
<td>$ 2,162</td>
</tr>
<tr>
<td>37</td>
<td>Total Computers IT costs</td>
<td>$ 26</td>
</tr>
<tr>
<td>38</td>
<td>Total Office Expense</td>
<td>$ 112</td>
</tr>
<tr>
<td>39</td>
<td>Total Advertising Expense</td>
<td>$ 44</td>
</tr>
<tr>
<td>40</td>
<td>Total Development costs</td>
<td>$ -</td>
</tr>
<tr>
<td>41</td>
<td>Total Other expenses</td>
<td>$ -</td>
</tr>
<tr>
<td>42</td>
<td>Total Depreciation Expense</td>
<td>$ -</td>
</tr>
<tr>
<td>43</td>
<td>Total Interest and Loan Pmts</td>
<td>$ 184</td>
</tr>
<tr>
<td>44</td>
<td>Total Admin. Cost</td>
<td>$ 15,996</td>
</tr>
<tr>
<td>45</td>
<td>Total Expenses</td>
<td>$ 105,884</td>
</tr>
<tr>
<td>46</td>
<td>Surplus/(Deficit) (before debt)</td>
<td>$ 63,598</td>
</tr>
<tr>
<td>47</td>
<td>Debt Payments</td>
<td>$ 4,187</td>
</tr>
<tr>
<td>48</td>
<td>Surplus/(Deficit)</td>
<td>$ 59,410</td>
</tr>
</tbody>
</table>

### Financial Indicators
- **Number of Students**: 69.88
- **Revenue per Student**: $2,425.33
- **Expense per Student**: $1,515.23
Summit Academy Akron Middle School
BOARD RESOLUTION
July 16, 2018

WHEREAS, Summit Academy Akron Middle School (IRN #132779) approves the School Budget for the 2018-19 School Year.

Approved by the Board of Directors for Summit Academy Akron Middle School.

Signed by: ______________________________________________
Its: Board President/Representative

Print Name: ______________________________________________

RES: 002-18/19
Amber will email the 2018-19 Budgets prior to School Board Meeting
No Director’s Report for the month
I. CEO Report

Trends I am seeing as we reach the end of the School Year (SY)

As of May 5th enrollment has declined over the school year by an average of 7.20 students per week. This has been tracked since the middle of November to current in our Student Information System (SIS) from a high of 2822 to a current enrollment of 2668. I have not included CRC enrollment in these numbers. The final number will drive our revenue for the next 4 months, July, August, September, and October.

As reported at the May SAM Board meeting, we will have made a small profit of $61,167.00 in April for a year to date profit of $874,109.00. This keeps us in compliance with our new banking covenants.

We announced the closure of 6 CRC’s to facilities and staff. These CRC’s were not profitable and caused a substantial loss for the organization. We will continue to monitor these operations on a month by month basis and I will report the year end results in August. The total expected drop in enrollment for these facilities is 126 students. Staff affected were given the opportunity to apply for open positions in schools close to their facility.

Staffing budgets were sent out to all building directors in March and meetings were held with directors, regionals, and Officers with the development of these budgets. These are very conservative budgets using enrollment numbers available in March. Some schools had updated commitments to enhance their goals. Deb Skul has been out to, and will continue meet with School Boards to explain the process. We are projecting lower overall enrollment and lower revenue for our schools and the staffing budget is representative of these facts.

May 10th Barbra Danforth filed a discrimination case in Summit County Common Pleas court. AIG our insurance carrier has been notified via normal procedures.

The Parma school staff voted to be represented by the Cleveland Alliance of Charter School Teachers and Staff union and we will start the process of negotiations in June. To save money Ryan Hough Chief Human Resources Officer will be the primary negotiator with assistance by legal counsel as needed.
II. HR

The Human Resources Department is busy preparing employee contracts for the 2018-2019 school year. We are working directly with the School Directors and Curriculum leadership to ascertain the building staff needs for the next school year. Additionally, we are preparing for the upcoming labor negotiations in Parma and Youngstown.

We continue to look at our technology needs as they relate to improving accuracy and efficiency. As part of our strategic planning process, we are working with our local Information Technology Center (NeoNet) to evaluate other Human Resource Information Systems (HRIS) options that would assist us in achieving continuous improvement in our HR data management and transactional processes.

Often when organizations are experiencing financial strain staff development tends to take a back seat. The Human Resources Department is hard at work to maintain and increase our skill sets while not increasing costs to the organization. We have one employee registered for the HR Star conference (http://www.hrstarconference.com/cleveland/) in Cleveland coming in July. The conference is a one-day seminar featuring a vast array of HR specific topics. Additionally, one staff member will be attending the Annual Innovations in Benefits conference (https://www.eventbrite.com/e/annual-innovations-in-benefits-conference-tickets-44184765824) in May. Presentations from this event include “Trendspotting in Employee Benefits” and “Navigating Wellness in the Workplace” among others. Both conferences will provide valuable professional development for the department at no cost to Summit Academy Management. We will continue to look for no or low cost professional development opportunities for our department to ensure that we are able to “sharpen the saw” despite our financial challenges.

Summit Academy Management’s HR department strives to provide the best possible services to our schools, our employees, and our stakeholders. Questions for the department can be sent to HR@summitacademies.org or ryan.hough@summitacademies.org.

III. Finance

I would like to update the Fiscal committee on a few items that we have been working on since our last meeting in April.

First, we have parted ways with the Aloha Group for future financing opportunities. We are working with a CPA firm, out of Cleveland, Ohio, named Novogradic and Company. We are working with Amanda Reed, who was referred by a banking contact, Presley Gillespie.
Second, working with Huntington Bank and our workout banker, Doug Howard. I have had bi-weekly phone conversations with Doug on a variety of topics. Building the relationship and ensuring that every SAM employee and Board member is on board with financial stability is what is going to make us bankable, again. The CFO, Treasurer and finance department are only part of the framework. It will take a commit from every Chief and every employee to make this happen. Our March financials were sent, to Huntington, on April 9, 2018. We passed our first test of the covenant for the period of January 1, 2018 through March 31, 2018. On May 6, 2018, our April financial were sent to Huntington for review.

Third, we received news on April 9, 2018, from ODE, that our overall State Foundation funding remained consistent, slightly from an average of $14,854.69 to $14,851.66, from March to April, accordingly. I would like to caution the committee, however, that we are back to receiving roughly $3.57mm in gross foundation, after deductions, the net is at $3.18mm. The remainder of the year will still require cautionary spending to meet our obligations and new bank covenants.

Next, April 2018 MTD and YTD number continue to be positive. For the date ending April 30, 2018, we are positive $63,826 MTD and $874,109 YTD.

Moving forward, we must be prudent in making better financial decisions. We must also look at our business model and business systems that are currently being utilized. Part of our strategic plan for FY18 is to improve and implement solutions in these areas.

Jim Wilson, CFO