



# **SUMMIT SCHOOL**

## **2025-2026 STUDENT AND PARENT HANDBOOK**

**Inspiring Minds. Building Community. Shaping Futures**

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# WELCOME



Dear Summit Families,

Welcome to the 2025–2026 school year at Summit School! I am beyond excited about the opportunities that continue to unfold for our students, staff, and families. This year, our school-wide focus is one powerful word: Believe.

Believe in our new mission, vision, and core values. Believe in the transformative potential of our students. Believe in one another as we move forward—together—toward achieving our daily, quarterly, and yearly goals at Summit. But most importantly, believe in each other—the strength of a united school community that lifts one another up through challenges, obstacles, celebrations, and growth. When we believe in each other, we become more than a school. We become a team, a family, and a force for good.

As we enter Year 2 of our PEAK to Achieve model—Summit's positive behavior framework—we are doubling down on our commitment to cultivating a culture of collaboration, teamwork, and positivity. PEAK stands for Positive, Engaged, Accountable, and Kind. These values are not just words on posters—they are the foundation of how we treat one another, how we lead, and how we learn. Our students thrive in this environment, and our staff continues to model these values with intention and purpose every day.

We are thrilled to introduce our newly created **multi-age classroom for students ages 3–5**, designed to nurture early learners through a dynamic, inclusive, and developmentally responsive environment. Grounded in research-based best practices, this model promotes peer learning, leadership, and individualized growth by allowing younger students to learn from older peers, while older students reinforce their knowledge through mentoring and modeling behaviors. Studies show that multi-age classrooms enhance social-emotional development, increase confidence, and support more personalized academic instruction by meeting each child where they are developmentally. Our multi-age setting encourages collaboration, builds a strong sense of community, and allows students to progress at their own pace—creating a warm, engaging foundation for lifelong learning at Summit.

In alignment with this growth mindset, we're proud to launch an enhanced elementary model that creates more focused instructional time in Reading, Writing, and Math. By prioritizing these core areas, we're giving our youngest learners the strongest possible foundation for academic success.

Our middle school is also experiencing an exciting transformation. This year, students will follow a block schedule, allowing for deeper learning and daily math instruction. In addition, each student will now take two academic enrichment courses per quarter—with over 30 unique courses to choose from! This flexible, innovative structure empowers our middle schoolers to explore passions, discover new interests, and expand their skillsets in ways never before possible at Summit.

As we grow, so does our reputation. I'm proud to share that Summit School was recently named the Best Private School in Phoenix—a recognition that reflects the incredible hard work, dedication, and high expectations embraced by our entire community. We are honored and humbled by this achievement, and we know it is only possible because of YOU—our families who believe in what we do every day.

Summit School is more than a place of learning—it's a place where hearts and minds grow. Our future is bright, and I'm thrilled to be on this journey with each of you. Thank you for your continued trust, support, and belief in Summit School. Let's make this a remarkable year—together.

Sincerely,

Brady T. Wald  
Head of School  
*One Team | One Goal*



## MISSION STATEMENT

Summit School exists to empower students to reach their full potential by providing an innovative, individualized, and well-rounded education. As an independent, non-profit private school, Summit focuses on nurturing the whole child — academically, socially, and emotionally — in a positive culture and climate that values leadership, community, and lifelong learning. By fostering meaningful relationships, promoting critical thinking, and encouraging global citizenship, Summit School prepares students to thrive in a rapidly changing world and make a lasting impact in their communities.

## VISION STATEMENT

- At Summit School, our vision is to empower students to become innovative thinkers, compassionate leaders, and engaged global citizens. We are committed to fostering a positive culture and climate that inspires academic excellence, personal growth, and meaningful connections within our community and beyond.

### Core Pillars of Our Vision

#### *Academic Rigor*

- ☐ Provide a challenging and engaging curriculum that promotes critical thinking, creativity, and problem-solving.
- ☐ Encourage students to take ownership of their learning through inquiry-based and project-based educational experiences.
- ☐ Prepare students for future academic success by fostering resilience, adaptability, and a growth mindset.

#### *Positive Culture and Climate*

- ☐ Cultivate a safe, supportive, and inclusive environment where every student feels valued and empowered.
- ☐ Promote the principles of PEAK to Achieve: being Positive, Engaged, Accountable, and Kind.
- ☐ Recognize and celebrate individual and collective achievements to build a strong sense of belonging.

#### *Community Partnerships*

- ☐ Develop meaningful relationships with families, local businesses, and organizations to enhance educational opportunities.
- ☐ Foster a culture of service and civic engagement by connecting students with community service initiatives.
- ☐ Utilize partnerships to provide real-world learning experiences and mentorship opportunities.

## SUMMIT SCHOOL'S VALUES

**Innovation:** We embrace creativity and forward-thinking approaches to learning, preparing students for a rapidly evolving world.

**Academic Excellence:** We challenge students to achieve their personal best through a rigorous and engaging curriculum.

**Leadership:** We cultivate ethical, compassionate leaders who inspire positive change in their communities.

**Community:** We foster strong partnerships with families, local organizations, and the broader community to enhance learning and growth.

**Positive Culture and Climate:** We are committed to creating a safe, inclusive, and supportive environment where every student thrives.

**Whole Child Development:** We focus on nurturing the intellectual, social, emotional, and physical well-being of every student.

**Relationships:** We value meaningful connections and encourage collaboration, empathy, and respect among students, educators, and families.

**Service:** We instill a sense of responsibility and a commitment to giving back through community service and civic engagement.

**Global Perspective:** We prepare students to be thoughtful, informed global citizens who appreciate diverse cultures and perspectives.

**Expert Educators:** We support passionate, highly qualified educators who inspire and empower students through innovative teaching practices.

## THE SUMMIT DIFFERENCE

### Development of Leaders:

- Inspire students to become confident, ethical leaders who positively impact their communities.
- Provide leadership opportunities through Student Council, National Junior Honor Society, and service projects.
- Empower students to take initiative, collaborate effectively, and advocate for positive change.

### Making Connections and Developing Relationships:

- Encourage strong connections between students, educators, and families to create a supportive learning community.
- Foster meaningful relationships that promote empathy, understanding, and collaboration.
- Support social-emotional learning (SEL) to help students develop interpersonal skills and emotional resilience.

**Expert Educators:**

- Employ passionate, highly qualified educators who are committed to lifelong learning and professional growth.
- Provide teachers with the autonomy to innovate and create personalized learning experiences for students.
- Support ongoing professional development to ensure best practices in education.

**Classrooms that Support Innovation:**

- Create dynamic, student-centered learning environments that encourage exploration, creativity, and discovery.
- Integrate technology, hands-on learning, and real-world applications to deepen understanding and engagement.
- Promote collaborative and project-based learning to develop problem-solving and critical-thinking skills.

**Global Thinkers:**

- Cultivate global awareness and cultural understanding to prepare students for a diverse and interconnected world.
- Encourage students to think beyond their local community and explore global issues and solutions.
- Foster an appreciation for different perspectives and promote empathy and respect for all cultures.

**Whole Child Educational Opportunities:**

- Offer a well-rounded education that includes music, arts, foreign language, robotics, physical education, technology, STEM, and project-based learning.
- Encourage creativity and self-expression through arts and music programs.
- Provide opportunities for students to explore their interests.

**PURPOSE OF THE STUDENT AND PARENT HANDBOOK**

The **Summit School Parent & Family Handbook** is designed to serve as a valuable resource for understanding the school's programs, opportunities, expectations, and shared agreements. We encourage all families to review its contents thoroughly. While the handbook outlines core policies and procedures, it is not exhaustive and cannot account for every possible situation. Summit School reserves the right to make decisions or take actions outside the scope of this document when necessary, always with the best interest of our students, staff, and community in mind. Should any updates to policies occur during the school year, families will be notified via email or mail. If you have any questions regarding the handbook, please contact the Head of School for clarification or support.

# ATTENDANCE

## School Hours

### Arrival and School Hours

School hours for all K–8 students are **8:15 AM to 3:15 PM**. Classrooms open at **8:00 AM**, and all students are expected to arrive promptly between **8:00 AM and 8:14 AM**. Students must be in their classrooms and ready to learn by **8:15 AM**, at which time the instructional day begins with a core academic block. Students arriving after 8:15 AM will be marked **tardy**.

Research consistently shows that **regular, on-time attendance** is strongly correlated with academic growth and success across all content areas. When students begin the day on time, they are better prepared to engage in learning, establish routines, and build foundational skills that support long-term achievement.

To ensure classroom readiness, students **may not enter classrooms before 8:00 AM**, as teachers are preparing for the day. Any student who arrives prior to 8:00 AM must report to **Extended Day**, and families will be charged accordingly. Summit School offers both **before- and after-school extended day opportunities** to support family schedules and ensure a safe, structured environment for students outside of regular school hours.

## Tardiness

### Tardy Policy and Campus Entry Procedures

Students are expected to be in their classrooms and ready to learn by **8:15 AM**. Any student arriving after this time will be marked **tardy**. **All tardies and absences are recorded and reflected on the student's grade reports**, as consistent attendance and punctuality are essential for academic success and the integrity of classroom instruction.

To ensure campus safety and minimize disruptions to the learning environment, **school gates will close promptly at 8:15 AM**. Once gates are closed, **parents or guardians must escort their child to the Main Office to check in**. Students may **not be dropped off at the front entrance unattended**. All late arrivals must report to the Main Office to receive a **Tardy Pass** before proceeding to class.

We understand that occasional medical or dental appointments are unavoidable. Whenever possible, we encourage families to schedule such appointments **outside of school hours**. If a daytime appointment is necessary, please communicate with your child's homeroom teacher to coordinate the least disruptive time, ensuring that your child does not miss critical instructional minutes.

Punctuality is a shared responsibility, and we thank you for your partnership in reinforcing this important habit that supports student learning and school-wide success.

## Reporting Absences and Tardies

Parents/Guardians must notify the office of their student(s) absence, late arrival, or early dismissal by 10:00 AM each day the student will be out.

Notification must be made by:

Phone: 480-403-9500

Email: Attendance Line: [attendance.notifications@summitschoolaz.org](mailto:attendance.notifications@summitschoolaz.org)

or

Office Manager: [charlesetta.wright@summitschoolaz.org](mailto:charlesetta.wright@summitschoolaz.org).

After 10:00 AM reporting must be done by emailing only. Failure to report in a timely manner may result in being marked as unexcused.

Please include the following in your message:

- Student's full name
- Grade level
- Date(s) of absence or tardiness
- Reason for the absence or early dismissal

The Office Manager will inform the appropriate classroom or homeroom teacher.

### **Appointments**

Students must be signed out if they leave before the end of the school day. Parents/guardians should report to the office and ask the Office Manager to call the child out of class. Upon returning to school, parents/guardians must also sign in the child.

### **Vacations**

Parents/guardians should make every effort to plan family vacations during "No School" days. "Vacation" is not considered an excused absence. Teachers are not required to provide assignments in advance for a child who is away from school for a trip or special event.

## Excused vs. Unexcused Absences and Tardies

### **Excused Absences and Tardies**

An absence or tardy is considered **excused** when it is reported as outlined above and falls under one of the following categories:

- Personal illness or injury (in alignment with the return-to-school policy)
- Medical, dental, or therapy appointments (with documentation, if requested)
- Family emergency (subject to administrative review)
- Bereavement
- Religious observances
- Pre-approved educational or enrichment opportunities (requires advance administrative approval)
- Quarantine or exclusion per ADHS or school health policies

Documentation (e.g., a doctor's note) may be required, particularly for absences lasting **three (3) or more consecutive days**.

### **Unexcused Absences and Tardies**

An absence or tardy will be marked ***unexcused*** if:

- It is not reported by the required time
- It does not meet any of the above excused criteria
- The student is absent without explanation
- The student arrives late or leaves early without a valid cause or documentation
- The absence is due to travel, leisure, or other non-essential activities without prior approval

Patterns of unexcused absences or tardiness may prompt administrative intervention or impact the student's attendance record.

## **Medical Absences**

### **Illness and Return-to-School Policy**

In compliance with CDC and Arizona Department of Health Services (ADHS) guidelines, and to maintain a healthy learning environment while preventing the spread of illness, the following protocols are in place for all students:

#### **When to Keep a Student Home**

Students should remain at home if they exhibit any of the following:

- A fever of 100°F or higher
- Vomiting or diarrhea within the past 24 hours
- Persistent coughing, severe cold symptoms, or excessive nasal discharge
- Any contagious illness or undiagnosed rash
- Conjunctivitis (Pink Eye): Symptoms include redness, discharge, or eye irritation. Must be treated with medication; student may return 24 hours after treatment begins **and** symptoms have fully resolved.
- **Head Lice:** Student must remain at home until treated and free of live lice. School staff will check for clearance upon return.

#### **Return to School Requirements**

Students may return to school when the following conditions are met:

- The student has been free of fever, vomiting, and diarrhea for a minimum of 24 hours without the aid of fever-reducing or anti-nausea medications.
- In cases of a diagnosed contagious condition (e.g., strep throat, conjunctivitis), the student must either:
  - Have completed at least 24 hours of prescribed treatment and are symptom-free for 24 hours,
  - or**
  - Present a written note from a licensed healthcare provider stating the student is no longer contagious and may safely return to school.



## Doctor's Note Requirements

A written clearance from a licensed healthcare provider is required in the following circumstances:

1. The student has been absent due to illness for **three (3) or more consecutive school days**.
2. The student is returning to school following hospitalization, surgery, or a serious medical condition.
3. The student is experiencing a recurring or chronic medical issue that results in frequent absences.

**Note:** The school reserves the right to require medical clearance for a student's return if symptoms persist, recur frequently, indicate potential contagion, or if deemed necessary by a school administrator or health personnel.

## Chronic Health Conditions

For students with ongoing health concerns, parents or guardians are asked to provide:

- A current treatment or care plan, including documentation from the student's healthcare provider.
- Required Documents are listed in the "Health Policies" section.

This documentation enables the school to support the student's medical needs while ensuring accurate attendance reporting.

## Parental Responsibility

Parents or guardians are responsible for:

- Notifying the school each day a student is absent due to illness.
- Cooperating with requests for medical documentation when required.
- Monitoring attendance patterns and working with school personnel if absences exceed **10% of instructional days** in a given grading period.

The school reserves the right to consult with the Arizona Department of Health Services (ADHS) and the local health department during periods of increased illness or public health concern. All return-to-school decisions will be made in accordance with applicable public health guidelines.

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## Student Injury and Return-to-School Policy

To ensure the health and safety of all students, the following policy applies when a student is returning to school after an injury that affects mobility, physical ability, or overall safety:

### Medical Clearance Requirement

If a student is returning to school with any of the following, a written medical release from a licensed healthcare provider is required before the student may return to school:

- Crutches, cane, walker, wheelchair, or knee scooter
- Cast, brace, splint, sling, orthopedic boot, or similar device
- Stitches, staples, or bandaging due to surgery or injury
- Any condition requiring restricted physical activity or mobility support

The medical release must:

- Confirm the student is cleared to return to school
- Specify any activity restrictions (e.g., no PE, no recess, limited walking)
- State whether accommodations are needed (e.g., elevator use, classroom seating adjustments)
- Indicate the expected duration of restrictions or medical device use

### **Temporary Attendance Without a Note**

If a student arrives at school with a visible injury or medical device and no medical note:

- The student may be permitted to attend class on a temporary basis **for no more than 48 hours**.
- The student will not be permitted to participate in PE, recess, or other physical activities.
- A parent/guardian will be notified and required to provide medical clearance promptly.

Failure to submit documentation within the allowed timeframe may result in the student being sent home until the note is received.

### **Accommodations**

The school will make reasonable accommodations based on the medical provider's recommendations. These may include:

- Assistance with mobility around campus
- Modified seating arrangements
- Activity modifications or supervised rest periods

Please note: Without medical documentation, accommodations may be limited for safety and liability reasons.

### **Liability Disclaimer**

The school reserves the right to require a medical release for any student presenting with an injury, even if a device or physical aid is not visibly used. This policy is in place to protect the health of the student and the safety of others. Failure to follow this policy may increase risk of injury and limit the school's ability to provide appropriate care.

## **Excessive Absences and Tardiness**

### **Attendance and Tardiness Expectations**

Students are expected to attend school every day, except in cases of **illness, religious observance, or family emergency**. Consistent attendance is essential for academic success, classroom engagement, and a student's overall development.

A student who is absent **more than 8 days in a semester** will be considered **chronically absent** and will be contacted by school administration via email or phone. All communication regarding absences, including the reason and any documentation, will be recorded in the student's **RenWeb file**.

Similarly, **chronic tardiness** is defined as more than **5 tardies in a single quarter**. Students who exceed this threshold will also be contacted by administration, and documentation will be maintained in the student's file.

**Excessive absences or tardies may result in consequences** at the discretion of the **Head of School**,

which may include a parent conference, loss of privileges, or other interventions necessary to support the student's academic progress and accountability. Summit School is committed to partnering with families to ensure students meet their full potential through regular, timely attendance.

## ARRIVAL AND DISMISSAL PROCEDURES

### Campus Access and Security

#### Closed Campus

The Summit School maintains a closed campus. Students are not to leave the school grounds from the time they arrive on campus until school ends without being signed-out by an approved adult. Once students leave, they may not return to the campus unless accompanied by an approved adult and signed in at the front office.

In the interest of safety, maintaining order, and preventing disruption of instructional time, the Head of School or administrative designee shall have the authority to grant or deny a visitor access to the campus. In the case of a visitor who engages in disruptive, disorderly, or threatening behavior, or any behavior that potentially risks the safety of students and staff, the Head of School or designee may restrict the person's access to the school for an extended period, including indefinitely. This could also include any visitor who refuses to follow our school procedures or staff directives.

#### Key Fobs

Grants access at specific door/times:

- Front Office Doors: 8:30 AM–3:30 PM
- Front Blue Gate: 8:00–8:15 AM (drop-off) and 3:15–6:00 PM (pick-up)

During school hours (8:15 AM–3:15 PM), **everyone must exit through the Front Office**—not through outdoor gates.

Each household may request up to two key fobs at no cost. Only parents or guardians may request fobs through the Front Office. Additional fobs may be purchased for \$10 each.

#### Parking Lot Safety

Any person operating a motor vehicle or electric vehicle on campus is required to obey all speed limit signs and exercise extreme caution while driving on any School property. We ask that you refrain from using a wireless phone (or other digital device) or texting while driving on campus or at the venue for any School-related activity. These rules should be respected and shared with any persons authorized to transport children to and from school. Anyone who operates a vehicle on campus in a manner that poses a hazard is subject to being banned from driving while on campus or banned entirely from campus. Such bans may result in the individual's loss of School services or participation in School activities and may jeopardize the enjoyment of services and participation in activities by any student depending on the individual for transportation or whose enrollment at the School is the basis

for the individual's interaction with the Summit School campus.

### **Impaired Driver Picking Up Child**

The well-being of all our students is our primary concern. It is our responsibility to see that our students are safely supervised when they are arriving to, or leaving from, campus. If a parent/authorized person appears to staff to be impaired or intoxicated when they arrive to pick up a child Summit Staff will refuse to release the student to the impaired or intoxicated adult. Summit staff will then contact the emergency authorization numbers that are listed in the student's file. In the event that Summit staff is not able to reach a parent or an authorized emergency person, staff will call the Phoenix Police Department and follow their instructions.

In this event, staff will:

1. Make alternative arrangements for child pick-up, including, attempting to contact another person on the Authorized Child Pick-up List
2. Notify the following individual(s) in by phone and email:
  - a. The parent(s) of the child (if they are not the ones who are intoxicated or impaired)
  - b. The intoxicated/impaired person and spouse
  - c. Parents of other children the person has been authorized to pick-up
  - d. Appropriate school staff
  - e. Follow the state mandated "Child Abuse and Neglect" policy for reporting the incident to the Arizona Department of Child Safety.

The Heads of School, Extended Day Coordinator, Athletic Coordinator and other designated school personnel are authorized to carry out the directives of this policy.

### **Minor Drivers**

- If a student is to be picked up by a driver under 18, the parent/guardian must:
  - Complete the Minor Driver Authorization Form (available at the Front Office), and
  - Add the minor driver to the student's FACTS Family Portal pick-up list.

### **Ride-Share Services**

- For safety and liability reasons, **students may not be picked up by ride-sharing services** (e.g., Uber, Lyft, or similar).

Thank you for supporting a safe and secure dismissal process for our students.

## General Arrival & Dismissal Expectations

Parents/guardians are responsible for transporting their children to and from school. To help maintain safety and efficiency during drop-off and pick-up, please follow these guidelines:

- Park only in designated, lined spaces. Do not park along red curbs, in fire lanes, or in spaces reserved through the annual Summit School Auction.
- Never leave children unattended in vehicles—this is prohibited by Arizona state law. Per state law, it is illegal to leave children unattended in vehicles. Please ensure the proper use of car seats and seat belts at all times.
- Always use appropriate car seats and seat belts.
- Do not drop students off in the parking lot or allow them to walk through traffic areas unattended.
- Pedestrians may not cut through the carline; use sidewalks and designated walkways.
- Refrain from using mobile phones or digital devices while in the carline.
- Please do not attempt to meet with teachers during carline duty, as they are supervising student safety.
- Arrive no more than 15 minutes before your child's dismissal time to avoid blocking access for emergency vehicles.

## Arrival Procedures

### Drop-Off by Grade Level

#### Preschool (Ages 3–5)

- Parents must park in a designated parking space or along the street curb and **walk their child to the classroom** for sign-in.
- **Entry Route:** Families may enter through the Main Office or front blue gate, then walk behind the Administration Building to the new Preschool Entrance (double glass doors).
- Parents will sign their child in at the classroom and exit the same way.

### **Kindergarten – Grade 4**

- The **main front driveway** is the designated drop-off zone.
- Families may either:
  - Use the **drive-through loop**, where a staff member will greet your child, or
  - Park and walk your child to class.

### **Grades 5–6**

- Students should be dropped off at the **east gate** off 46th Street.
- If the student has a younger sibling in K–4, they may instead use the main front entrance.

### **Grades 7–8**

- Students should be dropped off at the **south gate** on E. Woodland Dr.
  - If they have younger K–4 siblings, they may use the main front entrance.
- 

### **Special Arrival Permissions (Middle School)**

- Middle school students may walk or bike to school **only with written permission** from a parent/guardian on file.
- The school does not supervise students once they have signed out and left campus.

### **Signing In (Late Arrival)**

- Students arriving after **8:15 AM** must be signed in by a parent/guardian at the front office.
- The adult must use the School Check-In system located in the front office.

## Dismissal Procedures

### Pick-Up by Grade Level

#### Preschool (Ages 3-5)

- Parents must follow the same process as morning drop-off: park, walk in, and sign the child out at the classroom.
- Exit through the same route used for arrival.

#### Kindergarten – Grade 4

- Students are dismissed from the **Multi-Purpose Room (MPR)**.
- Pick-up routes:
  - Vehicle pick-up: Students exit through the **MPR north double doors**.
  - Walk-up pick-up: Students exit through the **south side door** of the MPR.
- **Exit cards are required** and must be presented to the teacher for student release.

#### Grades 5-6

- Dismissed from the **east gate** off 46th Street.
  - **Exit cards are required** and must be presented to the teacher for student release.
- If they have a K-4 sibling, they join the sibling for dismissal in the MPR.

#### Grades 7-8

- Dismissed from the **south gate** on E. Woodland Dr.
    - **Exit cards are required** and must be presented to the teacher for student release.
  - If they have a K-4 sibling, they join the sibling for dismissal in the MPR.
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## Late Pick-up Policy

To ensure the safety and supervision of all students, **any student not picked up by 3:30 PM** will be placed in the **Extended Day Program** as a drop-in. A **\$20 per day drop-in fee** will be applied to the family's account.

This policy also applies to students participating in **after-school enrichment activities** such as **clubs, tutoring, sports, or special programs**. If a student is not picked up within **15–20 minutes after the scheduled end time** of their activity, they will be signed into the Extended Day Program and the drop-in fee will apply.

We ask that families plan accordingly and notify the Front Office if they anticipate a delay. Frequent late pick-ups may result in additional communication from school administration.

## Student Pick-Up Authorization Policy

To ensure student safety, **only individuals listed on a student's approved pick-up list** may sign them in or out of school.

- Parents/guardians must provide **written authorization** for anyone permitted to pick up their child, including extended family or close family friends.
- If a person is **not listed** in the student's pick-up profile, they **will not be allowed** to take the child home without prior written consent.
- Photo identification will be requested if the person is unfamiliar to staff.

## Updating the Pick-Up List

- Families may update their child's authorized pick-up list at any time through the FACTS Family Portal.
- If an emergency or one-time pick-up change is needed:
  - Submit a written authorization via email or fax to the Front Office preferably before the start of the school day.
  - Phone calls or verbal permissions are not accepted.
  - Do not send written notes with the person picking up the student.



## Extended Day Program

### Extended Day Hours and Locations

Full Days: Before school (7:00 AM – 8:00 AM) and after school (3:30 PM – 6:00 PM).

### **Extended Day Program Information**

We are excited to offer a fun, engaging, and supportive Extended Day program for our Summit students!

For our **Preschool Extended Day** program, **morning drop-off** will take place in the **Multi-Purpose Room (MPR)**, and **afternoon pick-up** will be in the **Imaginarium**, located inside the Preschool building.

For **Elementary and Middle School students**, **morning drop-off** will also be in the **MPR**, while **afternoon pick-up** will now take place in the **Imaginarium**, creating a consistent and welcoming space for all students at the end of their day.

Each day will be filled with enriching activities, time to connect with peers, and opportunities for creativity and play. **Snacks and all necessary materials are included** in the program, making it a seamless and enjoyable experience for both students and families.

We can't wait to welcome your child to this dynamic extension of the Summit School day!

Parents/guardians wishing to have their children attend Extended Day Care must formally enroll them so that we know how many students will participate. Also, all students who have not been picked up within fifteen minutes of their dismissal time are checked in or sent to Extended Day and charged for that day. This charge also applies to students who are not picked up promptly after school enrichment programs.

Summit School opens for extended care at 7:00 AM and closes promptly at 6:00 PM. Please do not drop children off before 7:00 AM. Parents/guardians will be charged one dollar per minute for every minute the student remains at school after 6:00 PM. Repeated late pick-up may result in the student not being allowed to participate in the Extended Day program or may lead to disenrollment.

All students will be automatically enrolled in Drop-in Extended Day unless they are enrolled in the Prepaid Extended Day program. Parents are charged for this service only when used. All parent/guardians using drop-in care will be asked to complete a Drop-In Extended Day Care Agreement.

### **Late Pick-up Penalty**

Summit Extended Day Program closes promptly at 6:00 PM. A \$1.00 per minute additional charge will be added to your account for children picked up after 6:00 PM. The 2nd occurrence will result in a charge of \$5.00 per minute/per child past 6:00PM. The 3rd occurrence will result in a charge of \$10.00 per minute/per child past 6:00PM. Suspension of participation in Summit's Extended Day Program may occur after the 3rd occurrence of late pick-up.

## FOOD & MEAL POLICIES

At Summit School, we prioritize student health, nutrition, and overall well-being as part of our commitment to fostering a positive and productive learning environment. To support these values, we ask that families refrain from sending candy or soda with their children, except on special occasions designated by the Head of School.

Additionally, red punch and chewing gum are not permitted at any time due to their potential to stain carpets and damage school furniture.

To ensure the safety of all students, especially those with food allergies or dietary restrictions, we also encourage students not to share food with one another during snack or lunch times.

We appreciate your partnership in helping us maintain a healthy, clean, and inclusive environment for all Summit students.

### Lunch Expectations

At Summit School, we are deeply committed to promoting healthy eating habits, balanced nutrition, and a positive food culture across our campus. We believe that what students eat directly impacts their energy, focus, and overall well-being—core components of their success both in and out of the classroom.

#### Healthy Lunches

All students are encouraged to bring a nutritious and well-balanced lunch each day. While fast food is not prohibited, we strongly recommend that it not be consumed on a daily basis in order to support healthy routines. If a student forgets their lunch, families will be contacted and asked to bring a healthy alternative to campus.

#### Food Storage and Warming Guidelines

- **Preschool:** Teachers will refrigerate lunches and are able to warm them in the microwave as needed.
- **Kindergarten–Grade 5:** Please ensure that all lunches are packed in containers that do not require heating or refrigeration during the school day.
- **Middle School:** Students may use the microwave located in the MPR kitchen to heat up their lunch.

#### On-Campus Lunch Options

We are proud to partner with **Dishes2U**, a convenient and customizable lunch service available to all students in Preschool through 8th Grade. This secure and easy-to-use online platform allows families to view the menu, place orders, prepay, and manage their child's lunches online. A registration letter will be sent to families at the beginning of the school year with setup instructions. Learn more at [dishes2u.com](https://dishes2u.com).

## **Additional Lunch Services**

- **Milk is provided at no cost** to all students during lunch.
- Student Council will offer special lunches throughout the year for PS-8th grade students, featuring popular restaurants. These lunches will include milk and will be announced in advance with order forms sent home.
- On select Fridays, Student Council will also sell ice cream for \$1, with proceeds supporting school initiatives. Dates will be communicated in advance.
- **Monthly Pizza Fundraiser**  
We're thrilled to announce that on the **last Friday of every month**, we will host a **Zzeek's Pizza Day** for all students and staff! This optional lunch fundraiser will directly support our End of the Quarter Celebrations and school-wide events throughout the year. Participation is completely optional, and details will be shared monthly.

## **Food Delivery Policy (DoorDash, Uber Eats, etc.)**

Families may use third-party delivery services under the following conditions:

- The student's **full name must be listed in the "notes" section** of the order.
- Deliveries must arrive during the student's scheduled lunch period and be dropped off at the Front Office.
- Office staff will distribute meals directly to students.

Thank you for your ongoing support in helping us create a healthy, joyful, and community-driven food experience for every student at Summit School.

## **Class Treats & Celebrations**

We welcome parents who would like to provide treats for their child's birthday or special class celebrations. To help us plan appropriately, please notify your child's teacher in advance to avoid multiple treats being brought in on the same day. For health and safety reasons, all food items must be commercially prepared and delivered in their original, sealed packaging. Homemade items are not permitted.

## **FIELD TRIPS**

### **Field Trip Policy**

At Summit School, field trips are an integral part of our curriculum, designed to extend learning beyond the classroom and expose students to new environments, ideas, and educational opportunities. These experiences enrich students' understanding of the world, foster independence, and build community among classmates.

Throughout the school year, students will have the opportunity to attend **a variety of field trips**, both local and extended. These trips are thoughtfully planned by faculty and staff to align with educational

objectives. Families will be notified **well in advance** of any upcoming trips, and details regarding location, cost, and permission requirements will be provided.

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## Participation Guidelines

- **Permission and Payment:** A **signed Field Trip Permission Form** and **full payment** (when applicable) must be submitted by the designated deadline in order for a student to participate.
  - **Medical Forms:** For **overnight or multi-day trips**, a completed **Student Medical/Medication Form** must also be submitted by the due date.
  - **Student Behavior:** Students must be in **good behavioral and academic standing** to participate. Consistent adherence to school rules, respectful interactions with peers and staff, and overall responsibility throughout the school year are required.
    - Students with serious disciplinary violations may be excluded from a trip at the **discretion of the Head of School**.
    - Students demonstrating concerning behavior or conduct leading up to the trip may be deemed ineligible to attend. Families will be notified in advance, and alternative in-school educational arrangements will be provided when appropriate.
- 

## Alternative Options for Non-Participants

- For **day field trips**, if a student opts out or is not eligible to attend, they **will not attend school on that day**, and parents/guardians will be responsible for their care and supervision.
  - For **multi-day or overnight field trips**, students who opt out will have the option to attend school and will be placed in an **alternative educational setting**. Academic activities and supervision will be provided to ensure continued learning.
- 

## Chaperone Expectations

Summit School values family involvement and, when needed, may invite parents/guardians to serve as **field trip chaperones**. To maintain safety and consistency:

- **Only legal guardians** may serve as chaperones.
- Chaperones are required to follow all school guidelines and directives provided by staff.
- **Personal photography of students is strictly prohibited** to protect the privacy of students whose families have opted out of our photo release agreement.

- Siblings or non-student minors are **not permitted** to accompany chaperones on field trips.
  - All chaperones must complete required documentation and adhere to the school's Code of Conduct at all times.
- 

## Field Trip Chaperone Selection & Participation Policy

Summit School values and appreciates the strong partnership between home and school, and we are grateful for the many parents and guardians who express interest in volunteering as field trip chaperones throughout the year. To ensure fairness, student safety, and a positive experience for all, the following guidelines apply when selecting chaperones:

### Chaperone Selection Process

If a **high number of parents/guardians express interest** in chaperoning a particular field trip, the classroom teacher—in collaboration with the Head of School—will develop an **equitable rotation system**. This system is designed to ensure that all interested families have the opportunity to support **at least one field trip or grade-level experience** over the course of the school year, when possible.

Selections will be made based on several factors, including:

- Prior opportunities to chaperone
- Availability and flexibility
- Specific needs of the trip (e.g., supervision requirements, group sizes)
- Compliance with school chaperone requirements

Only those parents/guardians **formally selected and identified as official chaperones** for a field trip will be permitted to accompany students on the **charter bus**.

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### Additional Parent Participation

We understand that some families may still wish to attend a field trip even if they are not selected as official chaperones. In these cases:

- **Non-chaperone parents** may attend the event by **driving themselves to the field trip destination**.
- These parents are welcome to enjoy the experience as members of the school community but will **not be responsible for supervising students other than their own**.
- For the safety and security of all students, **students may not ride with their parent/guardian** to or from the field trip. All students must **travel to and from the event with their class on**

## **school-arranged transportation.**

This policy is in place to ensure **accurate supervision, accountability, and consistency** during all off-campus activities.

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We sincerely appreciate your understanding and cooperation as we strive to provide **safe, inclusive, and well-organized field trip experiences** for every student at Summit School.

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## **Transportation**

Summit School partners exclusively with **licensed and insured professional charter bus companies** for all off-campus travel, including in-town, out-of-town, and out-of-state field trips. These providers are required to meet **Summit School's Field Trip Safety Standards**, including:

- Compliance with **Arizona Department of Transportation (ADOT)** and **Federal Motor Carrier Safety Administration (FMCSA)** requirements.
  - Use of experienced, **certified drivers** with clear background checks and routine drug/alcohol screenings.
  - Buses equipped with seat belts, air conditioning, and up-to-date safety features.
- 

## **Health and Medical Clearance**

If a student has been hospitalized, or received emergency medical or mental health care **within 30 days prior to the trip**, they will be required to submit a **written release from their physician or licensed therapist** in order to participate. Final participation approval remains at the **discretion of the Head of School**, who will make decisions in the best interest of student safety and wellness.

## **Middle School Overnight and Multi-Day Trips**

Middle School field trips that extend beyond one day are **culminating experiences** that reflect the academic, social, and emotional growth developed throughout the year. These experiences are **mandatory for full participation**, and students are expected to remain with their class for the **entire duration** of the trip. Faculty and administration plan and lead all aspects of these journeys. In some cases, parent/guardian chaperones may be invited to assist in a supervisory role.

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## Communication and Consent

To ensure transparency and parent involvement, **written permission is required for all field trips**. No student will be permitted to attend a trip without completed and signed documentation on file. Additional information regarding trip details, costs, packing lists, and expectations will be communicated in a timely manner prior to departure.

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Summit School is proud to offer a wide range of thoughtfully curated field trips that support our mission of **whole-child development and experiential learning**. Thank you for your support in helping us provide safe, meaningful, and enriching off-campus opportunities for every student.

## Transportation

### Transportation Policy

At Summit School, the **safety and well-being of our students** is our highest priority, especially when it comes to transportation. Whether students are traveling for field trips, school-sponsored events, or enrichment opportunities, we are committed to providing **reliable, safe, and professional transportation services** that align with our school's high standards.

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### Daily Transportation

Summit School does not currently operate daily school bus transportation to and from home. Families are responsible for arranging their child's daily transportation. We encourage carpooling among Summit families and offer support in helping families connect, when appropriate and with consent.

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### Field Trips and Off-Campus Events

All school-sponsored field trips—whether **within city limits, outside the city, or out of state**—will utilize a **licensed and insured professional charter bus company** that aligns with Summit School's safety and service expectations. The charter bus companies we partner with must meet the following criteria:

- Hold current operating licenses and insurance in accordance with **Arizona Department of Transportation (ADOT)** and **Federal Motor Carrier Safety Administration (FMCSA)** regulations.
- Employ **professional, certified drivers** who have passed background checks and are subject to regular drug and alcohol screenings.
- Ensure that all buses are maintained to meet or exceed **federal and state safety standards**.
- Provide air-conditioned, seat-belt-equipped buses for long-distance travel when applicable.

Summit staff accompany students on all field trips, and the appropriate **student-to-adult ratio** is maintained based on the grade level and nature of the trip. Parent/guardian permission is required for each off-campus activity.

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## Arizona Laws and Statutes Related to Student Transportation

Although Summit School does not operate school buses, we adhere to the applicable guidelines and best practices outlined by the **Arizona Department of Public Safety (DPS)** and **Arizona Administrative Code Title 13 – Public Safety**:

- **ARS § 28-891** outlines general requirements for school buses, including equipment and operation standards.
- **ARS § 28-900 et seq.** governs school transportation safety protocols, including driver qualifications, vehicle inspections, and student behavior expectations.
- **R13-13-102 to R13-13-112 (Arizona Administrative Code)** further detail the regulatory requirements for charter companies and contracted pupil transportation providers.

Summit School ensures that any transportation provider we work with complies with these laws and maintains **active registration and safety certifications**.

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Thank you for supporting Summit School's commitment to **student safety, professionalism, and enriching experiences** beyond the classroom. If you have any questions about transportation or field trip procedures, please contact the front office or your child's teacher.

### Items Not Allowed on Field Trips

Students are not allowed to bring the following items:

- Personal Belongings- including valuables
- Electronics
- Any other item(s) that the Instructors has instructed not to bring

### Conduct

The School recognizes that families choosing Summit School value education and are seeking an environment that supports learning. The School expects members of the Summit School community, including students, family members, and other persons interacting with the School by virtue of their relationship with a Summit School student, to conduct themselves in an appropriate manner while on campus, attending Summit School related activities, interacting with other members of the Summit



School community. Conduct that jeopardizes the reputation of the School, disrupts the educational or working environment, is illegal, or detracts from the School's mission cannot be condoned and may result in disciplinary action up to and including a student's dismissal from the School, regardless of whether the conduct takes place on campus or off-campus, in person or via technology, in public or in private. Summit School maintains sole authority to determine whether conduct violates the School's expectations and what, if any, further action the School will take. The School may consider factors such as the context of the conduct, the history of the individual(s) involved, the severity of the offense, and the impact on other member(s) of the Summit School community.

Any verbal or physical action that threatens or compromises self or another's wellbeing will not be tolerated. Any similar action, which discourages another because of gender, race, religion, or other difference, is unacceptable. Summit School seeks to promote a safe environment in which the community members are free to express themselves appropriately without fear of recrimination or mockery.

Summit School strives to maintain a safe educational environment for its students, staff, faculty and visitors. If Summit School has what the School considers a reasonable basis to believe that a student is a threat to himself/herself or others in the School community, the School may take any steps it deems appropriate under the circumstances to ensure the health and safety of the School's community. The Headmaster (or his designee) will review issues of this nature on a case-by-case basis and determine the appropriate course of action. Examples of options available to the School include, but are not limited to:

- Placing a student on an immediate, indefinite leave of absence until the School has resolved the concerns it had that the student posed a threat to himself/herself or others, and/or:
- Notifying the proper authorities (i.e., police, firefighters, ambulance), depending on the circumstances.

A student on a leave of absence related to a matter of School or student safety is banned from the School's campus and any Summit School sponsored events unless and until the student receives written permission from the Headmaster to return to School and/or School events. Similarly, Summit School may take action as the School deems appropriate if the School find reasonable basis to believe that any person interacting with the School by virtue of their relationship to a student is a threat to the School environment.

If the student, the student's parent(s), or the student's legal guardian assert that the student's physical or mental health was a cause of the School's concern, the School will require appropriate medical certifications before it considers allowing a student to return to the School. If the School determines, in its sole discretion, that the medical certification provided by the student does not adequately ensure that the student no longer poses a risk or threat to himself/herself or others, the School may require the student to submit to an independent medical examination to determine if the student remains a threat to himself/herself or the Summit School community. If the student's physical or mental health was a cause of the safety concern, the School may require ongoing professional counseling/treatment and proof thereof as a condition of returning to the School.

In cases where the threat is against the School or other students, a state law applies. Arizona law (statute, A.R.S. 13-2911) prohibits interfering with or disrupting an academic institution and makes

conduct in violation of the statute, whether deliberate or through reckless disregard, a felony.

The School will consider factors like the degree of severity of this misconduct and the cumulative effect of the misconduct in determining whether the offense warrants detention, suspension, expulsion, referral to a law-enforcement agency, or some alternative to or combination of these steps.

**GENERAL INFORMATION**

**Items Not Allowed at School**

Numerous items are not appropriate for school. Children should not bring toys, valuables, electronics, or other items that are not essential to learning. Students may never bring matches, toy guns, weapons, combat toys, or any object that could injure another person into the school. Students are also forbidden from bringing to school items intended for sale or trade and may not engage in any personal business transactions.

**Toys**

We ask that your child leave all toys at home. Please resist the urge to let your child bring even the smallest toy for any reason. Assure your child that it will be safer if left at home or in the car, and that it will be there for him/her at the end of the day. It may help to suggest that instead of bringing in a toy, you and your child will look for an interesting activity or something new in the classroom. This includes fidget spinners, unless approved by administration.

**Student Pictures and Social Media**

While photographing or sharing pictures of school events via social media, it is important to remember that families have varying views on the use of social media and how pictures of their children are used. Thus, as a school community we need to be respectful of each family’s choices for their children.

Some parents have signed “no media” forms which must be honored by everyone who takes pictures on campus. The school’s first responsibility is to honor the parents request for privacy while the child is at school. At times this may be cumbersome and difficult to control, but as a community, protecting the welfare of each child, parents’ wishes concerning their children’s privacy must be respected. Therefore, we ask parents not to post pictures of other children on any web-based digital sharing or social media sites, without the permission of the parents of another child.

**Home & School Communication**

At Summit School, the partnership between teachers and parents/guardians is critical to the success of the educational process. Therefore, parents/guardians are involved in the following ways:

- Personalized Education Plan (PEP) conferences with teachers
- Teacher and class information sent by email
- Communication with teachers via phone, email, and in person
- Summit School’s parent’s/guardian organization (Summit PTO) and committees
- Volunteer opportunities

A student's teacher is the best-informed campus representative regarding your children. For that reason, we ask that the first point of contact always be the classroom teacher. If the issue requires further resolution, an appointment with the Head of School and the teacher to facilitate additional communication.

Communication and information sharing are of the utmost importance at Summit School. The school strives for a nearly paperless environment, and it is expected that parents/guardians are able to receive and send email messages on a regular basis. If your email address changes at any point please log on to your Parents Web account to update this information.

### **Communicating in Cases of Divorce or Separation**

Believing that a child's educational experience is enhanced through active parent participation and partnership, Summit seeks to facilitate communication with all parents in the case of divorce or separation. Absent a court order to the contrary, and regardless of who signs the enrollment contract or pays the tuition, it is the policy of the school to provide all parents (custodial, non-custodial, and step-parents) equal access to all official records and reports regarding their child(ren). All parents are entitled to receive normal school mailings (e.g., grades and comments, all-school emails). And each parent is granted access to the child(ren), to teachers, and to administrators. Such access is provided without notification of other parties. It is the parents' responsibility to provide record of court decisions, and up-to-date contact information.

### **Visitors on Campus**

#### **Campus Visitors Policy**

At Summit School, the **safety, security, and well-being of every student and staff member** is a top priority. As part of our commitment to maintaining a safe and welcoming learning environment, we have established clear and consistent procedures for all visitors to campus.

Whether individuals are visiting for a meeting, volunteering, participating in a school event, or dropping off an item, it is critical that we know who is on campus at all times.

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#### **Visitor Check-In Protocol**

To ensure proper oversight and campus safety:

- **All visitors—including parents/guardians, volunteers, and vendors—must enter through the front office.**
- Upon arrival, visitors are required to:
  - **Sign in** at the main office using our visitor management system.

- **Present a valid government-issued photo ID** if requested.
- Receive and visibly wear a **Visitor Pass** for the duration of their visit.
- Before leaving, visitors must **sign out** and return their Visitor Pass.

This check-in procedure allows staff to monitor campus access and ensures that all adults on site are accounted for during emergencies, drills, or evacuations.

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## Classroom Visits and Volunteer Opportunities

We value the strong partnership between families and faculty. Parents/guardians may be invited to visit classrooms, volunteer, or attend school functions. These visits must be:

- **Pre-arranged or approved in advance** by a teacher or administrator.
- Conducted in a manner that **minimizes disruption** to learning.
- Aligned with the school's instructional goals and schedule.

Visitors must follow all school guidelines and expectations while on campus and are not permitted to use personal devices to take photos or videos unless authorized by school leadership for a specific event.

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## Student Visitors

In general, **student visitors are not permitted** on campus during school hours. This includes out-of-town friends or relatives, former students, or prospective students who have not scheduled an official tour through school administration. This policy is in place to:

- Maintain the integrity of classroom instruction.
- Protect student privacy.
- Ensure adequate supervision and safety.

Exceptions may be granted at the **discretion of the Head of School** for special events or unique circumstances.

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## Safety and Security Culture

Summit School fosters a culture of vigilance and shared responsibility. We ask that all parents, guardians, and visitors support our safety practices by:

- Respecting campus access points and **never entering through side or classroom doors**.

- Promptly reporting any **suspicious activity or unauthorized individuals** to the front office.
- Ensuring children are supervised during drop-off and pick-up and that visitors follow staff direction at all times.

By following these policies, we protect not only our students but also the **positive and secure environment** that makes Summit School a special place to learn and grow.

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Thank you for your partnership in upholding these important procedures. Your support helps ensure that **Summit remains a safe, respectful, and orderly environment** where students thrive.

### **Parent/Guardian Visits**

In order to provide a secure school environment, it is important that we know who is on the campus at all times. Therefore, all parents/guardians and other guests must first report to the main office or preschool lobby and sign in to receive a visitor pass. Parents/guardians may request a classroom visit with prior arrangement through the classroom teacher or administration.

### **Parent/Guardian Volunteers**

## **Family Involvement & Volunteering at Summit School**

Summit School believes that **strong family engagement is essential to student success and a thriving school culture**. We actively encourage all parents and guardians to contribute **a minimum of 10 hours of volunteer time** each school year. This time commitment is not only achievable but also incredibly impactful—for students, teachers, and the entire Summit community.

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## **The Impact of Parental Involvement**

Research consistently shows that when parents and guardians are involved in their child's school:

- **Students perform better academically.**
- Children demonstrate **higher self-esteem and stronger motivation** to learn.
- Students experience **fewer behavioral problems** and are more likely to complete homework and develop a sense of belonging.
- There is a noticeable improvement in **student attendance and school engagement**.

In fact, according to the National Education Association and Harvard Family Research Project, **family**

**engagement is one of the strongest predictors of student achievement**, regardless of income, ethnicity, or background.

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## Building a Positive School Culture

Volunteering is about more than checking off hours—it's about cultivating a **culture of partnership, shared purpose, and pride**. When families actively participate at Summit:

- It fosters a **deep sense of community** and connection among parents, staff, and students.
- Students feel supported and valued when they see their families involved in the place they spend much of their time.
- It strengthens trust between home and school, allowing for **more effective communication** and collaboration.

This culture of collaboration is central to Summit's success. Families who engage in volunteerism help model citizenship, kindness, and a service mindset—values that align with our **PEAK to Achieve principles** of being Positive, Engaged, Accountable, and Kind.

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## Ways to Get Involved

Volunteering at Summit can take many forms, depending on your interests, schedule, and availability. Opportunities include:

- Assisting in the classroom or library
- Helping during school-wide events or field trips
- Supporting enrichment programs or lunchroom supervision
- Volunteering with the Parent Organization or serving on committees
- Donating time or services based on professional expertise (e.g., photography, gardening, coaching, etc.)

Both **on-campus and at-home volunteer opportunities** are available, and we are happy to work with families to find the right fit.

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## Commitment and Accountability

We ask each family to commit to a **minimum of 10 volunteer hours per school year**. Families will have opportunities to log their hours and communicate directly with the school about completed or upcoming

service.

By contributing your time and talents, you are not only helping Summit run smoothly—you are directly contributing to the **academic, social, and emotional growth of every child in our care.**

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## Together, We Thrive

Summit School is more than just a place of learning—it's a community built on relationships, involvement, and shared values. Your presence, energy, and support make an enormous difference. We thank you for your commitment to creating an environment where every student feels connected, supported, and inspired to achieve their personal best.

Let's continue to build a culture where students, staff, and families work **together as one team with one goal**—excellence in education and character.

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Would you like this formatted as a printable document or turned into a flyer or visual resource for families?

**Emergency Guidelines**

Summit School has developed a Crisis Response Plan that serves as a guide to help staff and safety partners respond swiftly should a crisis arise.

Parents are assured that Summit's safety and security planning and procedures follow the latest available protocols, and that all staff are trained and drilled to perform them in the event of an emergency.

**Emergency Drills**

If you are present during a drill, follow the lead of the nearest faculty or staff member.

**Facts and Terms Every Parent Should Know**

Should an emergency situation occur while you are on campus, it is important that you are familiar with the following terms:

**Modified Lockdown**

During a modified lockdown exterior doors and main interior doors are locked to make it more difficult for an intruder or potential threat to gain access to students or staff.

**Lockdown**

During a lockdown, all school interior and exterior doors are locked, and all students and staff are confined to a safe room. No entry or exit is permissible until an "all clear" signal is given. This takes place when there is a possible threat inside or outside of the school.

## **Evacuation**

An evacuation may be necessary for the following situations: arson, fire, explosion, hazardous materials leak/spill, bomb threat, or damage to the building.

## **Shelter-In-Place**

This refers to taking refuge in an area inside the school when there is not adequate time to evacuate the school or release students. For example, this procedure may be implemented inside for hazardous materials that have been released into the atmosphere.

## **School Pictures/Yearbook**

Early in the school year, a professional photographer visits Summit School and takes individual student photos; packets are available for purchase. At least one make-up day is scheduled. Mid-year, class photos are taken and are also available for purchase. These individual and group photos are published, along with many other candid photographs documenting the school year, in the annual school yearbook. The cost of the school yearbook is included in the student fees so that every student receives one. Additional yearbooks may be pre-ordered for an additional fee.

## **Outdoor Recess**

Weather permitting, preschool students spend at least an hour outdoors as part of the educational program. Elementary and Middle School students have daily outdoor recess as well. Please make sure your child is dressed appropriately for the weather.

Summit School participates in the American Cancer Society's Sun Wise program, with the sunscreen protocol, and teachers are aware that the most harmful ultraviolet rays from the sun are present between 10:00 AM and 3:00 PM. Therefore:

- Teachers refrain from conducting some outdoor activities in times of extreme temperatures. There are always shaded areas available for students to enjoy as well as a mister system surrounding the playground patio.
- Teachers will provide children with indoor gross motor activities when the air quality index indicates that it is not safe for young children to participate in outdoor play.
- Parents/guardians should send their children to school with a hat, sunglasses, and sunscreen already applied. Reminder: Hats must be removed indoors.
- Water is available during all outdoor activities and students are encouraged to visit the water fountain every fifteen minutes when outside.
- When public health authorities recommend the use of insect repellents due to a high risk of insect borne disease, only repellents containing DEET are used and these are applied on children older than 2 months. Staff apply insect repellent no more than once a day and only with written parental permission.

## **Transcripts/Records Requests**

School records are considered confidential property of the School and access to them is limited. Parents may receive or review copies of the academic records pertaining to their student consistent with applicable law and school policy. To request that the School provide a doctor,



counselor, or another school with a copy of records pertaining to a student, the student's parent must obtain, complete, and return to the School the appropriate form, which can be obtained from a Main office. All financial obligations to the School must be met before any records including health records can be sent. The procedure for withdrawing a child from the School requires a written communication to the Main Head and the Business Office.

Occasionally, especially at the conclusion of a marking period, the School receives requests from non-custodial parents for grades and reports. It is the School's practice to honor all such requests unless the custodial parent has supplied the school with a copy of a court order, which specifically bars the sending of such materials to the non-custodial parent. If such an order does exist, it is the custodial parent's responsibility to submit a copy to the appropriate division office, likewise in the case of any other legal restrictions.

## **Lost and Found**

The lost and found bins are located in the Health Office. If a student has lost a personal item, they may visit the Health Office to check the bins during school hours.

**Please note:** Lost and found items are cleared out at the end of each quarter. Unclaimed items will be donated to a local charity.

### **Labeling**

Please clearly label all the belongings your child brings to school, *especially all outerwear*. Children easily misplace coats, backpacks, tote bags, and lunch boxes, or mistake someone else's belongings for their own.

## **Library Books**

Students are expected to take good care of library materials and to return them in a timely manner. Lost, damaged, or stolen library books and textbooks are the sole responsibility of the student and parents/guardians. While fines are not charged for overdue materials, parents/guardians are responsible for replacing any books that are not returned. A book will be considered "lost" and replacement fees will be charged if a book is more than 60 days overdue. Overdue / lost books may result in a student losing library check-out privileges until the replacement cost is paid. At the end of the school year, school documents such as progress reports, transcripts, and diplomas may be withheld until all books checked out to the student are returned or replaced.

In-kind donations are only accepted in lieu of replacement fees if the material donated is an exact copy of the item lost or by prior arrangement with the librarian. Refunds cannot be issued for lost materials that are located and returned after the replacement fee is paid. In those cases, students are invited to keep the book for their personal libraries or to donate it back to the classroom or Knowledge Center.

## **Textbook Policy**

The textbooks checked out to students, in addition to any textbooks kept at home are the property of

Summit School. Students are required to return all textbooks at the conclusion of the class, at the direction or request of the teacher or if the student leaves Summit.

- Students will sign for hardcover textbooks and paperback novels in each individual class.
- All hardcover texts are to be covered.
- Students are to protect all textbooks from damage.
- Students are asked not to write, underline or highlight in textbooks, including textbook novels checked out for English classes (use sticky notes!).
- If text is lost or damaged in any way, student will pay all costs before a new textbook is issued.
- All texts checked out to the student must be returned in good, usable condition. Fines for damages or the entire replacement cost may be billed to the student if the textbook is not in good, usable condition.
- In accordance with our handbook, students will not receive final grade reports until all textbooks are returned and outstanding fines are paid.
- Students are not to loan or borrow other students' textbooks. Since students are responsible for damaged and lost books, they may only carry their own assigned book.

### **Textbook Fines and Fees**

Report cards and transcripts may be withheld if a student owes a fine for overdue or damaged materials. Fines for repair or replacement of textbook materials are assessed when materials are abused during the time the student was responsible for the materials. Fines are assessed when a book is water or liquid damaged, the binding is damaged, a barcode or picture has been cut from the book, or damage due to ink, highlighter, or writing has occurred inside the book.

### **Misplaced Books**

Students are expected carry textbooks with them, or to leave textbooks in their lockers. If a textbook is found lying unattended on school grounds or in a classroom, it will be returned to the corresponding teacher. If the student misplaces a book on a consistent basis, a consequence will be given at the discretion of the teacher.

### **Paperback Novels**

We highly recommend that students cover their paperback novels to prevent excessive damage. Books that are not returned in good, usable condition or that have been lost will have the cost of replacement billed to the student.

### **Consumables**

These include workbooks, student planners, and other bound, printed material that is intended for one student's use only. Examples would include Wordly Wise workbooks, math journals, student planners, and so on.

Summit is happy to provide students with one copy of each consumable item. Damages and fines will not be assessed for these items. However, students who lose a consumable or needs another one for any reason, will be billed for the replacement cost of the item.

<b>Animals</b>
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In general, non-service animals are not permitted on campus. Service animals are defined as dogs that are individually trained and certified to do work or perform tasks for people with disabilities. For the

health and safety of everyone, parents are not permitted to bring pets onto school property, even if they are on a leash.

Some classes may have class pets such as small animals or fish in order to teach children how to care for animals and handle them safely. Please notify the school if your child has an allergy that would exclude him or her from this kind of activity.

## **Lockers**

School administration has equal access to lockers and may inspect them at any time. Lockers are assigned to students. Each student is to remove all stickers, signs, markings, etc. from their locker at the end of the school year. Students are responsible for any damage to their lockers and the cost of clean-up. There are no locks provided or permitted for use on lockers, so valuables should not be stored in lockers during the day, overnight or over weekends. The school cannot be responsible for any lost or stolen items.

## **Parent/Guardian Surveys**

Near the end of the school year, parents/guardians are asked to complete a survey about all aspects of Summit School's programs. The results of these surveys are reviewed by the Board of Trustees and serve as important feedback for the school's continuous improvement process.

## **Regulations**

Summit School facility is regulated by the Arizona Department of Health Services located at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007. Their phone number is (602) 364-2539. Inspection reports are available upon request.

## **Insurance**

In accordance with Arizona law (A.R.S. R9-5-302.A 1-15, Article 3) Summit School maintains general liability insurance.

## **CHILD ABUSE AND NEGLECT REPORTING POLICY**

Summit School seeks to maintain the safest possible environment for our students. In doing so, we abide by our legal, social, and moral obligations to protect our students from abuse by reporting any suspected abuse to the proper authorities. Child abuse is a very serious issue and Summit School will not tolerate the physical abuse, emotional abuse, sexual abuse, or neglect of any of its students.

## **Reporting Procedures**

All Summit School personnel are “mandated reporters” and are required by law and school policy to report suspected child abuse, neglect, exploitation or abandonment to the Department of Child Safety or local law enforcement. (ARS §13-3620.A). Children often tell a person with whom they feel safe about abuse or neglect, and making a report represents taking action to protect them. If a child tells a staff member of such experiences, he/she will call the toll-free Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445).

Summit School will not tolerate any retaliation against any individual who brings forward a possible instance of child abuse. We both encourage and appreciate every person’s cooperation in ensuring the safety and wellbeing of our students.

## **Neglect and Abuse of Children**

State law and our own concern for the welfare of each child require the school and all employees to report suspected child abuse or neglect. If staff members know or have reason to believe that a child is being physically abused, sexually abused, or neglected, the law requires them to contact Maricopa County Child Protection Services. The law requires that the report include the child’s name and address of the alleged perpetrator (if known), the extent of the injuries, and the name of the person reporting the suspected abuse or neglect.

## **School Counseling and Confidentiality**

The School Counseling confidentiality agreement is that all student/counselor conversations are private and between the counselor and student with the exception of three instances. If conversations indicate one of the following three situations, the counselor is obligated to report the situation to school administration.

- Someone is hurting, or attempting to hurt the student
- Student is, or is planning to, hurt themselves or others
- Student is, or is planning to, damage property.

Confidentiality means that the information a student shares with a counselor remains private. A student may share information with others as he or she wishes, but we understand that there is an absolute right to privacy. We will guard that privacy as much as is permitted by law, ethics, and school rules. We recognize the legal right and responsibilities of parents in doing what is in the best interest of their children. If a student or parent asks that information be shared with outside professionals, that student and his or her parents will be asked to sign a release form. We will send only the requested information unless mandated by law or ethics. There are exceptions where we are obligated to break confidentiality, including potential harm to the student or to someone else, state laws that mandate reporting of child abuse, or a court of law that requires testimony or student records. Counselors occasionally consult with other school professional, but in such cases information necessary to achieving the goals of the conference will be shared.

## **HEALTH POLICIES**

At Summit School, we are committed to providing a safe and healthy environment for every student. By following our health policies, families help ensure that all children remain well and ready to learn. These policies reflect both best practices in child health and Arizona state requirements, including those established by the Arizona Department of Health Services (AZDHS).

## Required Health Forms

Before a child may attend school, all required health documentation must be submitted:

- **Immunization Records:** Arizona state law requires proof of current immunizations or a completed exemption form on file prior to enrollment.
- **Over-the-Counter (OTC) Consent Form:** Parents/guardians must submit this form if they wish to authorize the school to administer any OTC medication, such as acetaminophen or allergy relief.

These forms must be renewed annually or updated as needed.

poster to be placed in public areas on campus.

## Medical Alert Plans

If your child has a serious medical condition or life-threatening allergy, please provide documentation from a licensed physician that outlines the condition and any necessary emergency treatment. Using this information, the school will develop a Medical Alert Plan that includes your child's photo, emergency contact details, a description of the condition, signs and symptoms to watch for, and clear steps for staff to follow in case of an emergency—including when to contact 911 and any important precautions. If the situation requires wider awareness, we will request your permission to post a Medical Alert Poster in designated staff areas to ensure your child's safety across campus.

## Illness Policy

Children who are ill must remain at home to protect the health of others. Please keep your child home if they exhibit any of the Exclusion Symptoms listed below. Children may return to school after being symptom-free for at least 24 hours without medication or with written clearance from a physician.

### When a Student Becomes Ill at School

If a student becomes ill during the day, the school will contact a parent/guardian or emergency contact. The child will rest in the designated health area until picked up. **Sick children must be picked up within one hour** of notification to minimize exposure to others.

### Exclusion Symptoms

Children should stay home or will be sent home if they exhibit any of the following:

- Fever: 100°F or higher
- Vomiting/Diarrhea: Must be symptom-free for 24 hours
- Respiratory issues: Labored breathing, excessive coughing, or wheezing

- Sore throat: Especially with fever or white patches
- Rashes or unexplained skin conditions
- Conjunctivitis (Pink Eye): Red, watery eyes with discharge (requires 24 hours of medication and no visible symptoms before returning)
- Head lice: Must be treated and free of live lice before returning
- Prolonged stomachaches or headaches
- Swelling or pain that interferes with comfort or learning

### **Reporting Communicable Illnesses and Serious Conditions**

Parents/guardians must notify the school within 24 hours if their child is:

- Diagnosed with a communicable illness (e.g., COVID-19, strep throat, flu)
- Hospitalized or receiving treatment for a serious medical condition

The school will notify families when a communicable illness is present and provide return-to-school guidance. Personal health information will be treated with confidentiality and shared only on a need-to-know basis.

### **Medical Excuses for Indoor Activity**

Outdoor play is an essential part of the school day. If your child is unable to participate due to health concerns, a note from a licensed medical provider is required for indoor accommodations.

### **Medication Administration**

For the safety of all students:

- Students are not permitted to carry or self-administer medication of any kind.
- All medications—prescription or over-the-counter—must be turned in by a parent/guardian at the front office with a completed Medication Authorization Form.
- Medication must be in the original packaging with a prescription label (if applicable).
- Emergency medications such as inhalers, EpiPens, or insulin may be kept in accessible locations with proper authorization and physician documentation.
- Medication authorization forms must be updated every school year.

The front office will not accept medication from students or administer medication without proper documentation.

## **Sunscreen Protocol**

In accordance with Arizona law, Summit students may now possess and use an FDA approved topical sunscreen product while on school property or at a school related event or activity to avoid overexposure to the sun. Summit staff will not actually apply any sunscreen product to our students without parent permission.

For safety reasons:

- No aerosols should be used. There are dangers with pressurized cans and aerosols may pose problems for students with respiratory issues. Pump spray should not be used indoors
- Parents should label sunscreen product container with student's name.
- Sunscreen products should be stored away when not in use—lockers, cubbies, backpacks, or some other reasonable location.

## **Blood Borne Pathogens Exposure Control Plan**

Universal Precautions are observed at Summit School in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source individual.

## **Hand Washing**

**Proper hand washing procedures are followed by staff, families and children and include:**

- Using liquid or foam soap and running water.
- Vigorous rubbing for at least 10 seconds including all surfaces on hands and under fingernails.
- Turning off water with a paper towel (this is an emerging practice).
- Staff wears gloves when handling any materials/skin that has blood on it.
- Hand washing sinks are not to come into contact with fecal matter or food products except when handling blood or body fluids that might contain blood (when wearing gloves is required). Wearing gloves is an optional supplement, but not a substitute, for hand washing in any required hand-washing situation listed above.

Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others. Children wash either independently or with staff assistance. Staff assist children with hand washing as needed to successfully complete the task.

**Staff, volunteers and children wash their hands:**

- Upon arrival at school
- After using the toilet
- Before and after handling food, before and after all meal times
- After blowing their nose or coming into contact with any bodily fluid

- After cleaning and disposing of garbage in the classroom
- After outdoor play in sand, water or on the field
- after playing in water that is shared by two or more people
- After handling all pets and/or animals
- After assisting a child with toileting
- Before and after administering medication

## **Oral Hygiene**

If you would like your child to brush their teeth after lunch, please send a toothbrush in a labeled Ziploc bag and give it to your child's teacher. Children will be provided with oral care opportunities daily.

## **Breastfeeding**

Summit School is a Breastfeeding-Friendly Environment according to Arizona Department of Health Services.

# **EMERGENCY RESPONSE PLANS AND POLICIES**

## **Minor Injuries**

At Summit School, the safety and well-being of our students are top priorities. All staff members are certified in First Aid and CPR and follow established protocols to respond to student injuries appropriately.

### **Minor Injuries**

Minor injuries, such as small cuts, bruises, or scrapes, are common during the school day. Staff will treat these using basic first aid, including:

- Soap and water
- Bandages
- Gentle care and reassurance

Parents/guardians will be contacted when appropriate, based on the type and location of the injury. All care is documented, even when no formal report is required.

### **Serious Injuries**

For injuries involving the face or head, or those requiring additional medical attention, staff will:

- Notify parents/guardians immediately
- Complete an official incident report



If a student becomes seriously ill or sustains a major injury, staff will:

- Call 911 for emergency assistance
- Notify parents/guardians as quickly as possible
- Accompany the child to the emergency facility if a parent/guardian has not yet arrived

We are committed to ensuring each child receives prompt, appropriate care in the event of an injury, and to keeping families informed every step of the way.

### **911 Calls**

If a serious illness or accident occurs, school personnel call 911 for assistance and evaluation. Parents/guardians are also called as soon as possible. If the EMT personnel decides to transport your child to the nearest emergency medical facility and you are not at the school yet, a teacher or staff person will accompany the child to the emergency medical facility along with the blue emergency card.

### **Fire and Disaster Drills**

The specific procedures for fire drills and other disasters/emergencies requiring evacuation of the buildings are posted in each area of the school. Fire and/or disaster drills are conducted monthly in order to prepare students and staff in the proper procedures.

### **Utility Outages**

If a power or water outage occurs, the Head of School evaluates the extent of the disruption of the school day. In some instances, this disruption may require closing the school, and we then notify you of the plans. If we close the school, we expect you or someone listed on the Emergency Card to pick up your child as soon as possible.

### **Cancellation of School**

Serious emergencies due to weather or national emergency may warrant the cancellation of all school programs. If dangerous conditions require closing the school early, we ask parents/guardians to pick up their children. Staff members supervise until all children have been picked up.

## **ACADEMIC GUIDELINES: PRESCHOOL**

### **SMART Goals**

#### SMART Goals Philosophy

Every child has gifts and talents.

We accept the challenge to find and nurture these qualities in each child.

The SMART Goals is both a process and a product. It is a process that begins as the child enters school and continues throughout the school years at Summit. This plan is a result of the parent-teacher's partnership built upon open, honest, and frequent communication.

The SMART Goals is developed specifically for a child's educational growth. The Summit educational program recognizes that:

- Each child is special and learns in his/her own way
- Parents need to be involved in their child's education
- Every child needs to feel good about who he or she is
- Students must show mastery of basic skills
- Each child should be challenged at his or her own level
- Learning should be a lifelong experience

The SMART Goals product is a thorough collection of information about the student which remains with the student throughout his/her school years at Summit. This collection becomes a complete picture of a student's educational growth. The elements of the SMART Goals collection include:

- An area of focus determined by parents and teachers
- Documentation of how goals related to the area of focus were met
- Identification of a student's learning style.
- Detailed progress reports outlining developmental achievements and activities related to them.
- Samples of the student's creative work
- Pictures that capture the day in the life of Summit student

SMART Goals is a guide to achievement and a process that changes as the needs of the child change. SMART Goals conferences are a continuous process while a student attends Summit. Parents and teachers will meet three times throughout the school year.

### **Lesson Plans**

Weekly lesson plans are posted outside of each preschool classroom on the large parent information bulletin board. Curriculum goals and objectives are posted next to the lesson plans to provide a reference for goals and objectives listed in lesson plan activities.

### **First Conference**

All students will have an initial meeting with their family and their teachers in August, prior to the first day of school. This meeting is 15-20 minutes. In Preschool, this will be an informal time where the child

and parents can meet the teachers, look around the room, and become acquainted. Parents will return questionnaires they received in July. This information will be used along with teacher observations to help identify an area of focus in September. Children are also encouraged to find their cubby, giving them an immediate sense of ownership in the classroom.

## **Second Conference**

This fall conference is scheduled 6-9 weeks after the start of school and will be scheduled in September. Please check with the school calendar for this year's specific conference dates. In Preschool, parents and teachers will determine an Area of Focus or student learning goal based upon their observations to date. The Creative Curriculum Objectives for Development and Learning will be used to guide conversation. A fall follow-up letter will then be prepared confirming the Area of Focus/goal and identifying supportive strategies and given to the parents after the conference.

Formal Progress Reports will be mailed home in January.

## **Third Conference: Portfolio Review**

This conference is scheduled during the first week in May. This is a time to reflect on a child's growth and development by reviewing their portfolio. Together parents and teachers will discuss: Behavioral, social, and emotional growth, and Cognitive development. Final Progress Reports will be mailed home in June.

## **Screenings**

Preschool students may be screened using the ESI-P and ESI-K throughout the year to determine if individual development of each child is in alignment with widely held expectations. Children who are kindergarten bound will receive the KDI (Kindergarten Developmental Inventory) prior to the end of the school year. Students are also able to receive speech/language, occupational therapy and physical therapy screenings for services as well. If a child is in need of services, parents are contacted by the school administration and given resources in conjunction with school support to meet each child's needs.

## **Assessments**

Our preschool curriculum provides an online database- [teachingstrategies.com](http://teachingstrategies.com). Teachers enter both formal and informal data here through anecdotal notes, formal assessment tools, and seasonal checkpoints of the curriculum's objectives for learning. Teachers share some of this information with families through online journaling and sharing features of this online tool. Daily observations, developmental progress and assessment data will be shared twice a year through progress reports and portfolio sharing.

## **Snack Guidelines for Preschool and Extended Day Students**

Summit provides both a morning and an afternoon snack for our students in Preschool. Summit also provides an afternoon snack to students that attend afternoon Extended Day. Please let us know immediately if you will be bringing in special snack items for your child due to food allergies.

### **Minimum Requirements per Child – Two Food Groups Required**

Breads: 1 slice

Bagels: ½ regular size or 1 mini

Muffins: 1 regular size

Crackers: 2 oz.

Cheese: 1 oz.

Fruits/Vegetables: 4 oz.

Milk: 4 oz.

Juice: 4 oz. (full strength only)

### **Special Note**

The Maricopa County Health Department requires all food to be shared at school be purchased at a commercial institution and arrive in original and/or sealed packages. This includes fruit and vegetables. These must arrive uncut and in plastic bags provided by grocer.

Meal times are both a social and a learning time and we want them to be a pleasant experience for your child. Please discuss any special concerns you have about meal times with the teachers before school begins so that we can better support your child.

## **ACADEMIC GUIDELINES: ELEMENTARY**

### **Report Cards**

All students receive an online report card two times a year at the conclusion of the semester. It is intended to report the degree of progress toward grade level standards and growth over time as well as strengths and weaknesses, in order to authentically represent the whole child. Each student report is based on a variety of valid assessment tools. Progress is communicated effectively and clearly using precise and specific language. The grading scale and descriptors are used consistently across grade levels and subjects. Kindergarten through fourth grades receive standards-based report cards. Grades five through eight receive letter grade report cards.

### **Conferences**

Formal conferences with parents are scheduled two times each year. Teachers will also communicate exceptional accomplishments and/or concerns throughout the year and arrange additional conferences as needed.

### **Academic Portfolios**

At Summit School, we believe that every child's academic journey is unique, meaningful, and worth celebrating. To capture this growth over time, we are proud to introduce the Summit Academic Portfolio—a comprehensive, reflective, and student-centered collection that documents each student's progress, achievements, and learning experiences throughout their time at Summit.

The Summit Academic Portfolio tells the full story of a student's educational journey, showcasing

academic performance, personal growth, creativity, and reflection. This portfolio is more than a compilation of work—it's a narrative that captures the depth, rigor, and joy of learning at Summit.

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## **Purpose of the Portfolio**

The Summit Academic Portfolio serves multiple purposes:

- Provides a holistic view of a student's academic, social-emotional, and character development.
  - Encourages students to take ownership of their learning through reflection and goal-setting.
  - Fosters conversations between students, teachers, and families around strengths, challenges, and growth.
  - Serves as a record of academic progression, aligned with Summit's high standards of excellence and innovation.
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## **Contents of the Portfolio**

Each student's portfolio is personalized and thoughtfully curated, and includes the following components:

### **1. Academic Work Samples**

- Signature projects from core subject areas (ELA, math, science, social studies)
- Lab reports, essays, research papers, and writing assignments
- Problem-solving tasks and math assessments
- Visual evidence of hands-on learning and STEM experiences

### **2. Assessments and Progress Monitoring**

- Benchmark assessment data and progress charts
- Literacy and math assessment summaries
- Reading fluency and comprehension tracking
- NWEA MAP data (when applicable)

### **3. Goal-Setting and Reflection**

- Student-led goal-setting sheets (academic and personal)
- Self-assessment rubrics and reflection pieces
- Teacher feedback and conferencing notes

#### 4. Enrichment and Specialist Highlights

- Art, music, Spanish, and physical education samples or reflections
- Participation in academic enrichment programs and electives
- Notable contributions to school events, performances, or showcases

#### 5. Character and Leadership

- Evidence of applying PEAK to Achieve principles: Positive, Engaged, Accountable, and Kind
- NJHS membership, Student Council involvement, leadership roles
- Community service documentation and reflections
- Citizenship and character recognition

#### 6. Digital and Multimedia Artifacts

- Digital presentations, video clips of performances or speeches
- Coding, robotics, or engineering project documentation
- QR codes linked to student work, websites, or portfolios (when applicable)

#### 7. Parent and Teacher Commentary

- Semester or trimester narrative comments from teachers
- Parent feedback reflections (when appropriate)
- Conference notes and highlights

#### 8. Academic Growth Timeline

- Year-over-year academic snapshots and personal growth reflections
- Highlights of milestones, celebrations, and memorable learning moments

## Portfolio Presentation

Students will present their portfolios during scheduled Parent / Teacher Conferences, allowing them to showcase their accomplishments and discuss their learning with pride. This is a powerful way to develop communication skills, self-awareness, and responsibility.

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## A Legacy of Learning

The Summit Academic Portfolio is not only a reflection of a student's experience—it is a celebration of their curiosity, perseverance, and achievements. As students transition through grade levels and eventually graduate from Summit, the portfolio becomes a meaningful keepsake that tells the full story of who they were, how they grew, and where they are headed.

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### End-of-Year Portfolios and Grades

#### **Report Cards and Grades:**

Students in kindergarten through fourth grade do not receive formal letter grades. Students in grades 5 and higher receive report cards with A-F grades in all classes two times a year along with separate effort grades. The letter grade is meant to be reflective of actual achievement in relation to national and state standards, while the effort grade reflects a teacher's impression as to the amount of effort exerted during that same marking period. Effort is considered extremely important at Summit School.

Mastery of all content and skills is the goal, and therefore there is a high standard when grading.

#### **Grade 5: Academic Scale**

100-90 – A  
89-80 – B  
79-70 – C  
69-60 – D  
Below 60 – Failing

#### **Grade 5: Effort Scale**

4- Good  
3- Satisfactory  
2- Needs Improvement  
1- Unsatisfactory

### Deadlines and Due Dates

Individual teachers determine the due dates for papers and class assignments. Penalties for lateness will also be determined by individual teachers and may vary according to grade level. Failure to complete work assigned may result in the loss of free time or another consequence. Teachers are available for guidance and extra help, and students should learn to take advantage of this resource if assignment

specifics are unclear to them. The classroom teacher will contact parents if failure to complete homework becomes an issue, and they will work with the student to develop a plan to make up work and foster better work habits.

Work handed in late (within an acceptable time) due to an excused absence such as illness will not be penalized. For example, one day absent merits one extra day to complete work. If a child is at home, a parent may call the school office before noon and request work. Assignments are then gathered and held for parent pick-up at the end of the school day or faxed, if requested, at that same time. However, it is important to remember that if the child is sick enough to be home, he/she may not be able to do schoolwork until he/she feels better. will be given time to do the work and assistance when they return to school.

## Purposeful Practice

### Purposeful Practice & Whole-Child Balance at Summit School

At Summit School, we are committed to the **development of the whole child**, recognizing that academic achievement is only one part of a much broader, richer learning journey. Nurturing a child's intellectual, social, emotional, physical, and creative growth requires more than academic rigor—it requires balance, connection, and intention.

We believe that children learn best when they feel safe, valued, and balanced in their daily lives. That's why **family time, play, and extracurricular involvement are intentionally respected and prioritized** alongside academics. These elements are not separate from learning—they are foundational to it.

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### Why Whole-Child Strategies Matter

A whole-child approach to education is supported by leading research from organizations such as ASCD and the Collaborative for Academic, Social, and Emotional Learning (CASEL), which emphasize that students are more successful when schools foster:

- **Healthy relationships**
- **Emotional resilience**
- **Physical activity and movement**
- **Creative expression**
- **Opportunities for leadership and service**
- **Academic rigor paired with relevance and meaning**

When children are provided with these opportunities in a supportive environment, they develop the confidence, independence, and critical thinking skills necessary for success in school and beyond.



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## Evolving from Homework to Purposeful Practice

At Summit School, we have evolved beyond the traditional model of nightly homework. Instead, we implement **Purposeful Practice**—a thoughtful, intentional extension of classroom learning that reinforces essential skills and concepts. This strategy reflects a growing body of educational research that shows:

- **Excessive homework does not necessarily lead to higher achievement**, especially in elementary and middle school grades (Cooper, Robinson, & Patall, 2006).
- **Meaningful practice—when connected directly to learning goals—deepens understanding**, encourages responsibility, and supports long-term retention (Hattie, 2009).
- Children benefit from **play, rest, and family interaction** just as much as from academic work, particularly for emotional regulation, creativity, and executive functioning (Pellegrini & Smith, 1998).

Purposeful Practice is designed to be:

- **Relevant** – directly aligned to classroom instruction.
- **Flexible** – allowing students to complete tasks at their own pace, based on their needs.
- **Balanced** – ensuring time for family, play, and other personal commitments.

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## Our Practice Philosophy

- **Daily Reading**: Students are encouraged to read **at least 20 minutes per night**. Research shows that students who read for 20 minutes daily are exposed to **over 1.5 million words per year**, significantly boosting vocabulary, comprehension, and overall academic performance (Nagy & Herman, 1987).
- **Finishing What You Start**: Students who do not complete classroom assignments or projects during the school day will be expected to finish them at home. This practice fosters a sense of **responsibility, follow-through, and accountability**—skills that are essential for success in both academic and real-world settings.

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## Partnership with Families

We recognize the value of family life and believe that learning continues at home through **dinner conversations, extracurricular activities, curiosity-driven exploration, and quality time**. Purposeful Practice is intended to support—not compete with—these experiences. By working together, we can ensure that each child is challenged, supported, and given the opportunity to grow into a confident,

capable, and well-rounded individual.

At Summit School, we don't just educate students—we **empower learners, nurture individuals, and inspire future leaders** through a balanced, whole-child approach.

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## Assignment Requests Due to Absences

### Absences and Make-Up Work Policy

At Summit School, we understand that students may occasionally be absent due to illness, family emergencies, or other unforeseen circumstances. We are committed to ensuring that students are supported academically during and after their absence, while also maintaining high standards for learning and accountability.

When a student is absent, the following **guidelines apply for completing missed work and assessments**:

- If a student is absent for **one day**, they will be given **one additional school day** to complete any missed assignments or assessments.
- If a student is absent for **two days**, they will have **two additional school days** to complete all classwork and assessments.
- For longer absences, teachers and families will work together to establish a reasonable timeline for make-up work, based on the scope and nature of the missed content.

These extensions ensure that students have adequate time to review missed instruction and complete assignments with care and understanding.

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### Requesting Missed Work During Absences

Parents/guardians may request classwork and assignments during a student's absence. To facilitate this process:

- **Assignment requests must be made before 12:00 PM (noon)** on the day of the absence.
- Families are encouraged to **call the front office or email the homeroom teacher again at 3:00 PM** to confirm whether any work has been gathered and is available for pick-up.
- Assignments will be placed in a designated area in the front office for convenient pickup.

Please note: It is at the **teacher's professional discretion** whether or not assignments will be sent home during an absence. In many cases, classroom instruction includes vital **explanations, demonstrations, discussions, guided practice, and the use of specific resources or manipulatives** that cannot be

replicated through independent work alone. In such cases, students will be expected to complete the work upon their return, with appropriate support and guidance from their teachers.

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## **Ongoing Communication and Support**

We strongly encourage open communication between parents, students, and teachers during periods of absence. If a student requires additional time, clarification, or support after returning to school, teachers will work collaboratively with the family to ensure academic progress continues with confidence.

Our goal is to keep students **engaged, supported, and successful**, even when life events take them temporarily out of the classroom.

### **Tutoring**

At times students may benefit from tutoring. Tutorial help given to a student before and after class during a teacher's work day hours is encouraged. No extra fee is required by the School, because such help is considered part of Summit's responsibility to the student and family.

Teachers and/or parents may recommend that a student receive additional support. Summit teachers, instructional assistants and staff are free to tutor students before, during or after their professional day during the school year as long as it does not conflict with other commitments, such as faculty meetings, committee work, etc.

Parents occasionally contract with private tutors to help their child. Any private tutoring provided by non-school personnel, on the Summit campus must be approved by the Head of School.

### **Academic Integrity**

Students are held accountable to be fully prepared for quizzes and tests. Cheating is not allowed and results in a loss of credit. Repeated violations may result in other consequences such as loss of privileges, suspension, and even disenrollment. Students are responsible for their own homework and other individual work.

Plagiarism, defined as "the using of another's words and ideas and passing them off as your own," is wrong. Whether these words or ideas are from books, magazines or the Internet, using another author's work without giving proper credit is a serious violation. Plagiarism results in a zero grade for the test, project, or assignment; the student is also required to do the assignment honestly. Other consequences may also be imposed. The teacher will make the final determination as to whether an assignment is plagiarized.

## ACADEMIC GUIDELINES: MIDDLE SCHOOL

### Summit Middle School Model & Expectations

At Summit School, our Middle School model is intentionally designed to support students through one of the most critical and transformative periods of their development. We believe middle school should be a **launchpad for future academic success, personal growth, leadership, and resilience**. Our model blends high academic standards with a strong emphasis on social-emotional learning, creativity, independence, and character development.

#### Core Beliefs & Foundations

The Summit Middle School Model is built on the following core principles:

- **Whole-child development:** Balancing rigorous academics with social, emotional, and physical growth.
  - **Student voice and agency:** Encouraging ownership, leadership, and choice in their learning.
  - **Strong relationships:** Building trust and respect among students, staff, and families.
  - **Purposeful challenge and support:** Meeting students where they are, while pushing them to excel.
  - **Real-world readiness:** Integrating critical thinking, collaboration, innovation, and digital fluency.
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#### Academic Program Highlights

Summit Middle School offers a **comprehensive and enriching academic program**, designed to prepare students for high school and beyond. Our curriculum emphasizes both depth and breadth, creativity and critical thinking.

- **Core Subjects:** Language Arts, Mathematics, Science, Social Studies, and Spanish.
- **Electives & Enrichment:** Art, Design Thinking, Coding, Innovation Lab, Leadership, Public Speaking, Drama, and more.
- **Summit Academic Enrichment (SAE) Courses:** These quarter-long courses challenge students with advanced content, research projects, and interdisciplinary exploration.

#### Social-Emotional Learning & Leadership

We understand the emotional and social challenges of adolescence and meet them with empathy, structure, and opportunity. Our middle school students participate in:

- **Student Council & Leadership Opportunities:** Including class reps, event organizers, service leads, and public speaking.
  - **Community Service (SERVE):** Required hours each year to foster responsibility, compassion, and civic awareness.
  - **PEAK to Achieve:** Our PBIS-based behavior system promoting Positive, Engaged, Accountable, and Kind behavior in all areas of campus life.
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## Student Expectations & Culture

Summit Middle School maintains high standards for behavior, effort, and personal integrity. Our students are expected to:

- **Take responsibility for their learning** and demonstrate strong work habits.
- **Be respectful and inclusive**, modeling kindness and empathy in all interactions.
- **Collaborate effectively** with peers and adults, using communication and teamwork.
- **Meet deadlines and come prepared**, with materials and a positive attitude.
- **Embrace challenges and learn from mistakes**, developing a growth mindset.

We believe that a **positive school culture is built through consistency, communication, and community**. Our faculty and staff work closely with students to guide, support, and encourage their growth each day.

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## Technology & Innovation

Summit Middle School students have access to innovative tools and technology to **enhance learning, creativity, and collaboration**. Students are expected to use devices responsibly and follow digital citizenship guidelines outlined in our Technology Agreement. Devices are used for:

- Research, collaboration, and writing
  - Digital presentations and design
  - STEAM-based projects and coding
  - Organization and study tools
-

## Parent & Family Partnership

Summit values strong partnerships with families and encourages open communication and involvement. We provide:

- **Regular grade-level updates and communication from teachers**
  - **Progress reports and academic updates via FACTS SIS**
  - **Opportunities for parent conferences, workshops, and volunteerism**
  - **Clear expectations for attendance, homework, digital usage, and behavior**
- 

## Preparation for the Future

The Summit Middle School Model is designed to prepare students for a **smooth transition to high school**, with the academic foundation, character, and confidence to thrive in any educational setting. Our graduates are known for their leadership, academic excellence, and deep sense of responsibility to others.

At Summit, middle school is not just a phase—it's a time to **discover who you are, what you stand for, and what you're capable of becoming.**

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## Student Progress Reporting System

The purpose of the progress reporting system is to communicate with parents and provide timely information regarding each student's progress using the following personalized tools:

### Report Cards

All students receive a report card two times a year at the conclusion of the semester. It is intended to report the degree of progress toward grade level standards and growth over time as well as strengths and weaknesses, in order to authentically represent the whole child. Each student report is based on a variety of valid assessment tools. Progress is communicated effectively and clearly using precise and specific language. The grading scale and descriptors are used consistently across grade levels and subjects. Grades 5-8 receive letter grades report cards.

### Conferences

Formal conferences with parents are scheduled two times each year. Teachers are expected to communicate exceptional accomplishments and/or concerns throughout the year and arrange additional conferences as needed.

### Academic Portfolios

Portfolios document student work and growth over time. They provide evidence of achievement toward outcomes and overall student performance, thus enhancing the assessment process.

## Parent Communication Regarding Student Growth and Progress

### Parent-Teacher Conferences

Summit School values the partnership between school and home. Parent-teacher conferences serve as a critical opportunity to build this relationship, reflect on student progress, and set meaningful academic and developmental goals. Families are invited to participate in conferences **twice per academic year**, typically once each semester.

#### Purpose of the Conference:

- To provide a comprehensive overview of the student's academic progress across all subject areas.
- To share relevant student work samples and performance data.
- To address any academic, behavioral, social, or emotional concerns.
- To collaborate on strategies that support continued student growth.

#### Scheduling Conferences:

- Middle School families will receive a **Google Sign-Up Form** exactly **two weeks in advance**, sent via email by **12:00 PM (noon)**.
- Conferences are scheduled allowing for focused and efficient communication between teachers and families.

#### Student Attendance at Conferences:

- Student participation in conferences is **optional**.
- Teachers may recommend or request student attendance to promote ownership and reflection.
- The decision to include the student will be determined collaboratively between the teacher and family.

### Progress Reports and Report Cards

Summit School is committed to proactive and transparent communication with families regarding student performance. Teachers are expected to communicate directly with parents or guardians **prior to the release of reports** if a student is struggling academically, socially, or emotionally.

- **Progress Reports and Report Cards** are issued quarterly and are accessible through the **FACTS Family Portal (ParentsWeb)**.

- **Historical report card records** may be requested from the Office Manager.
- Reports include both academic grades and effort scores, reflecting our belief in the importance of work ethic, responsibility, and engagement.

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## Grading Philosophy and System

Summit Middle School utilizes a traditional **A–F letter grading system** for both core and elective courses. Our grading philosophy emphasizes **mastery of content, academic rigor, and student growth**. Teachers maintain high expectations for performance and provide students with multiple opportunities to demonstrate understanding and growth.

### Summit School Middle School Grading Scale

Grade	Range	Grade	Range
A+	98–100	B+	87–89
A	93–97	B	83–86
A–	90–92	B–	80–82
C+	77–79	D+	67–69
C	73–76	D	63–66
C–	70–72	D–	60–62
F	Below 60		

### Summit School Middle School Effort Scale

Score	Description
4	Outstanding
3	Satisfactory
2	Needs Improvement
1	Unsatisfactory

**Quarterly grades** are averaged to calculate **semester grades**.

Effort scores appear alongside academic grades and are considered an integral part of student performance.



## Assignment Completion and Late Work Policy

Each teacher establishes their own expectations for due dates and late work policies based on subject matter and grade level. It is the student's responsibility to manage deadlines and seek support when needed.

- Assignments not completed by the deadline may receive a **grade of zero**, depending on the teacher's late work policy.
  - **Repeated infractions** may result in academic consequences, including **detention or academic probation**.
  - Students are strongly encouraged to attend **office hours or request additional support** if they are unclear on assignments or concepts.
- 

## Absences and Make-Up Work

Summit recognizes that students may occasionally miss school due to illness or other circumstances. The following guidelines support both accountability and flexibility:

- If a student is absent **one day**, they will have **one additional day** to complete any missed assignments or assessments.
  - For **two days of absence**, students will have **two additional days** to make up their work, and so on.
  - Requests for assignments can be made by calling the **school office before 12:00 PM**. Parents are encouraged to call again at **3:00 PM** to check if work is available for pick-up.
  - Teachers determine whether assignments will be sent home, depending on the nature of the instruction missed.
    - Many lessons include **guided instruction, models, practice opportunities, and scaffolding**, which may be necessary before a student can complete work independently.
  - Students may be offered opportunities to complete make-up work **during recess, after school, or at another time coordinated by the teacher**.
  - Students and families can also reference **Schoology** for updates and materials shared by teachers.
-

## Academic Enrichment Courses

### Academic Enrichment and Elective Courses

Students at Summit School will participate in **Academic Enrichment courses twice per quarter**, providing a diverse range of learning opportunities designed to complement and enhance the core curriculum. With over **30 unique courses** available, students can explore a wide variety of interests and skills.

For students in **sixth through eighth grades**, participation in **elective classes** is an integral part of the middle school experience. Elective courses meet **four times per week**, offering consistent engagement and skill development.

Elective classes are graded with a **letter grade** that reflects student **participation, attendance, and the quality of work produced**, including critiques and assessments. Students may also be required to complete **homework assignments and projects outside of class time** to deepen their learning and mastery of course content.

This robust elective program supports student growth across academic, creative, and practical domains, contributing to a well-rounded education at Summit School.

## Academic Integrity

It is the practice of Summit School to facilitate honesty and integrity among the student body. Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable. Giving or receiving of unauthorized aid on examinations or in the preparing of notebooks, compositions, reports or other assignments

### The definition of academic misconduct can include, but is not be limited to:

- Cheating – giving, using, or attempting to see unauthorized materials, information, notes, study aids, or other devices in any academic exercise including unauthorized communication of information.
- Fabrication and Falsification – unauthorized alteration or invention of any information or citation in an academic exercise.
- Plagiarism – knowingly presenting the work of another as one's own (i.e. without proper acknowledgement of the source). This includes the use of internet sources. The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.
- Facilitating Academic Misconduct – giving or attempting to help another commit an act of academic misconduct.
- Tampering with Materials, Grades, or Records – interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.
- Copyright Laws – all applicable copyright laws will be in effect as related to both computer software and printed books and materials.
- Knowingly misrepresenting the source of any academic work

- Unauthorized changing of grades
- Unauthorized use of school approvals or forging of signatures
- Plagiarizing of another's work
- Otherwise acting dishonestly in the classroom

Any breach in the academic integrity policy will result in immediate consequences. In addition, the parent/guardian will be notified at that time.

## **Student Council | Athletics Program Eligibility | Events**

Students must be in good academic (quarterly grades of C- or above in core classes) and behavioral standing (no more than two detentions in a quarter) in all classes in order to participate in Student Council and sports programs at Summit School. Students on Academic Warning or Academic Probation will be prohibited from participating in Student Council or Summit Sports until removed from the probationary or warning status.

### **Middle School Student Council and Activities**

The **Summit School Student Council** consists of elected representatives from grades 6, 7, and 8 who plan and lead various student activities and community service projects. These include Special Friday Lunches, Spirit Days, Ice Cream Fridays, and other school-wide leadership initiatives.

Middle school students also participate in a variety of social and extracurricular events throughout the year, such as:

- Special field trips
- Fall and spring evening parties focused on social skills and etiquette
- Activities including Spelling Bee, concerts, STEAM Night, art exhibits, and sports teams
- Community service projects
- Annual culminating events celebrating student learning through performances and exhibits
- Overnight spring trips for grades 5-8, chaperoned by teachers
- The **ROPES (Rite of Passage Experience)** for 8th graders—a project involving skill development, research, and presentation, required for graduation
- **8th Grade Graduation**, with recognition for academic and personal achievements

## **Dance Guidelines**

Summit School dances are exclusive to current students to ensure a safe and enjoyable environment. Participation requires:

- Attendance at school on the day of the dance
- Remaining on campus throughout the event unless picked up by a parent/guardian
- Adherence to the Dress Code and prohibition of gum
- Appropriate dancing—no close contact beyond hands on partner's waist or shoulders during slow dances
- No use of cell phones or electronics during the dance; calls home are facilitated by staff if needed

Students who violate these guidelines will be asked to leave immediately and may face restrictions on attending future dances.

### **Academic Warning**

Summit School is committed to the academic success of our students. We encourage students to seek out their teachers and take advantage of opportunities to be successful. A student who earns one "D" on a quarterly grade report is placed on Academic Warning. As the name implies, this is an indication of the need to improve. Students are removed from academic warning by earning a "C" grade or above on the next quarterly report.

If the student is placed on Academic Warning, parents/guardians are notified, and a conference is held with the student, parents/guardians, and teachers. At this time, an individual improvement plan is created by the teacher to establish clearly defined goals and a plan for the student to be removed from academic warning. This plan must be agreed upon and signed by all parties involved including: Head of School, teacher, parent and student.

It is the responsibility of the students and parent/guardians to meet all requirements of the individual working plan for the student. If these requirements are not sufficiently met and there are continued academic concerns, the student will be placed on Academic Probation.

### **Academic Probation**

A student who earns one "F" on any grade report and/or one "D" as a semester grade is placed on academic probation. The student may be removed from academic probation and placed on academic warning at the recommendation of the student's teachers and with the approval of the Head of School upon completion of the following quarter.

If the student is placed on academic probation, parents/guardians are notified, and a conference is held with the student, parents/guardians, teachers, and Head of School. An individual improvement plan will be developed by the teacher and will be implemented immediately. This plan must be agreed upon and

signed by all parties involved including: Head of School, teacher, parent and student. It is the responsibility of the students, teachers and parents/guardians to meet all requirements of the individual improvement plan for the student. After further assessment, if these requirements are not sufficiently met and there are continued academic concerns, this may be an indication that Summit School and the student is not a good match. In this case, the Head of School may recommend that the student be asked to withdraw or not be offered the opportunity to re-enroll at Summit School.

## ACADEMIC INFORMATION: ALL

### Morning Meeting

#### Morning Meeting

As an essential part of Summit School's educational program, **Morning Meetings will now be held on Fridays** in the Multipurpose Room. These gatherings provide a meaningful opportunity to showcase student achievements, share learning highlights, and foster a strong sense of community across the entire school. Attendance at Morning Meetings is **required for all students Preschool through 8th grade**.

Parents, family members, and friends are always warmly welcomed to attend and celebrate with us. Morning Meetings feature class presentations, general school announcements, a patriotic observance, a moment of silence, and birthday recognitions. Classes take turns presenting topics and sharing learning from the previous month, with advance notice provided to families when their child's class will be featured.

If you arrive after your child's class has already left for Morning Meeting, please wait with your child in their classroom or escort them to the interior entrance of the Multipurpose Room. Late arrivals will be seated at the back of the room with a staff member and may join their class only when there is an appropriate break in the program to minimize disruption.

The entire Summit community gathers together each Friday from **8:20 to 9:00 a.m.** for this special time of connection, celebration, and learning.

### Assessment

Summit School utilizes a comprehensive assessment system to monitor and support student growth across academic areas.

- **Grades K-2** participate in the **DIBELS** assessment to measure early literacy skills.
- **Grades 3-8** complete the **NWEA** assessments in Reading, Language Usage, and Mathematics, with **Grades 5 and 6** also taking the NWEA Science assessment.
- Additionally, **Grades K-5** engage in the **Fountas and Pinnell** reading assessments to evaluate fluency and comprehension.
- Twice each academic year, all students participate in the **Summit Writing Assessment**, designed

to track writing development aligned with our curriculum standards.

Individual assessment results are shared confidentially with parents and teachers to inform instruction and support student progress. Aggregate school-wide performance data is shared with the broader Summit community to maintain transparency and foster continuous school improvement.

These assessments are integral to understanding each student's academic potential and guiding our instructional practices.

## **Promotion and Retention**

Promotion from one grade to the next in kindergarten through eighth grade is based upon an assessment of whether the student can be successful at the next grade level. Working closely with the Head of School, teachers formulate their recommendations based upon:

- Achievement on tests, quizzes, projects, presentations, etc.
- Mastery of standards as evaluated on progress reports.
- Achievement on standardized tests, as applicable.
- Effort, maturity, and age.

Each student's progress is considered individually, and decisions regarding retention are made only after careful study and consideration of all factors. If retention is recommended, parents and school personnel work closely together in the best interest of the student. Students who score poorly on tests and/or do not meet state standards may be put on academic probation the following year, and additional resources/assistance such as outside tutoring may be required by the school. In some cases, it is in the best interest of the student to attend school elsewhere, and the student will be dis-enrolled.

Summit School offers enrollment to students for one academic year at a time. A student will not be permitted to enroll at or attend the School without an appropriately executed enrollment contract for the academic year in which the student will attend the School. Neither the School nor the student/parents/legal guardians are obligated to enter an enrollment contract for any subsequent academic year. A student's enrollment will end no later than the end of the academic year for which Summit School and the student's parents/legal guardians last have entered a written enrollment contract regarding the student.

## **Tutoring**

As a school, we recognize that students have individual talents and needs. If a student is identified during their time at Summit as being in need of special supports or services, student services staff will meet with parents to discuss accommodations, modifications and tutoring referrals available. Summit does not employ Special Education service providers and facility accommodations for these services on campus require approval by administration and are limited. In the case a student's individual needs exceed what is available at Summit, parents will be assisted with locating outside providers who can service the needed supports. A request for services must be accompanied by an evaluation from a qualified professional. Summit reserves the right to review and determine if requests can be reasonably met in our environment.

At times students may benefit from tutoring. Tutorial help given to a student before and after class during a teacher's work day is encouraged. No extra fee is required by the School, because such help is considered part of the Summit's responsibility to the student and family.

Teachers and/or parents may recommend that a student receive additional support. Summit teachers, instructional assistants and staff are free to tutor students before, during or after their professional day during the school year as long as it does not conflict with other commitments, such as faculty meetings, committee work, etc.

Parents occasionally contract with private tutors to help their child. Any private tutoring provided by non-school personnel, on the Summit campus must be approved by the Head of School.

## **BEHAVIOR GUIDELINES: CHARACTER AND DISCIPLINE**

### **Philosophy**

The staff and parents of Summit School are committed to creating a safe, positive, and challenging learning environment which will enable our students to acquire a solid knowledge base and develop a sense of themselves as life-long learners, skillful decision makers, and responsible citizens. Students are expected to demonstrate responsible behavior and demonstrate growth in their capacity for self-control and self-management. Children must know what is expected of them and what they can expect at school. We believe that behavior guidelines should combine character education and positive discipline to create an environment where students can focus on learning.

### **Code of Conduct**

In order to safeguard the rights and well-being of all students, all students are expected to follow these rules. Staff members enforce the rules at school, and we ask that parents support these expectations both at home and at school.

#### **Respect Yourself**

- I will arrive on time and attend school every day that I am able.
- I will bring my materials and come ready to learn.
- I will follow the dress code.
- I will be cooperative in class and contribute in a positive way to the classroom.
- I will only turn in school work that is my own; I will not copy the work of others. I will not cheat on tests, either by giving or receiving answers.
- I will use the computer responsibly.
- I agree to resolve my anger in a civilized way. I will keep my hands and feet to myself and will not physically assault or endanger another individual.

#### **Respect Others**

- I will treat others with respect. I will speak courteously to teachers, staff, parents, visitors, and other students. I will not make degrading, racist, or humiliating jokes. I will not make unwelcome or offensive sexual remarks, demands, or advances.

- I will not tease, name-call, swear, curse, or harass another individual.
- I will respect the learning environment by speaking quietly in the classroom and other areas of school. I will avoid creating problems for others and myself.
- I will not disrupt learning or teaching.

### **Respect Property**

- I will respect school property and not damage objects, buildings, or materials belonging to the school or others. I will throw garbage in a trashcan and not in my locker or on school grounds.
- I will keep my hands to myself and respect the property of others.
- I will take care of my books and the classroom property.

### **Safety**

- I will may not hurt themselves, others, or things.
- I will may not interfere with the learning of others.
- I will must move safely through the building and grounds.

### **Safety on Playgrounds and in the School**

A playground is an important part of a child's learning environment. It is a place in which students can strengthen their bodies, develop group skills, and have fun. However, a playground must be a safe environment for all. School personnel are responsible for the safety of all children on the playground or in the school. Each teacher reviews and teaches appropriate safety rules for the children. All playground equipment is inspected regularly for safety.

### **Safety on Buses and Other Vehicles**

We make every effort to ensure that your child has safe and pleasant transportation during field trips. We instruct the children in passenger safety and courtesy, so that they always treat the driver and all other passengers with respect. Riding in a bus or in another person's car is a privilege, and any student who repeatedly causes problems will not be allowed on future field trips. Students must behave in a civilized, respectful manner for the safety and well-being of all passengers. Eating is never allowed on a bus or another person's car. The driver has complete authority, and all school rules are in effect to and from school.

### **Creating A Positive Learning Environment**

Students, parents/guardians, and school personnel must share the responsibility for creating the best possible learning and teaching environment. Everyone works to create a supportive environment so that healthy self-esteem and positive relationships flourish. Parents/guardians and teachers work together as partners to instill a sense of responsibility in children. In order to succeed, students must respect their teachers, their classmates and themselves. Character education and good manners are also part of the Summit School curriculum.

Summit School is a community of adults and children. Everyone within the Summit School community is held to a high standard reflective of a civilized and courteous society. Honesty, respect, and compassion are expected at all times; unkind or disrespectful words or actions are unacceptable.

The following are among the ways in which each member of the Summit School community plays a role.



### **Student Responsibilities**

- Behave in accordance with expectations.
- Encourage peers to do the same.
- Report inappropriate behavior to a teacher or staff member.

### **Teacher Responsibilities**

- Create and support an environment conducive to optimal learning.
- Model the school's behavioral expectations.
- Establish positive relationships with students and parents/guardians.

### **Parent/Guardian Responsibilities**

- Develop open communication with the teachers and staff.
- Model the school's behavioral expectations.
- Support the partnership between school and home.

### **Staff & Administration Responsibilities**

- Provide a safe environment for all students
- Support an optimal learning environment
- Encourage positive relationships and communication among faculty, students, and parents/guardians.

## **P.E.A.K. to Success! - Summit PBIS Model**

The P.E.A.K. to Achieve PBIS model at Summit will be the catalyst for creating a positive, kind, and collaborative culture and climate.

Summit School will focus on 4 core pillars that will contribute to the academic, emotional, and social growth and achievement of EVERY student. They are:

P = Positive  
E = Engage  
A = Achieve  
K = Kind

Within this PBIS model there are specific strategies that are implemented with all stakeholders which include:

- School Expectations Defined
- School Expectations Taught
- Incentives for positive behavior, growth, and achievement
- Continuous collection and use of data for decision-making

Students will receive "PEAK Points" based on meeting school-wide expectations and demonstrating the four core values which will contribute to our school's growth and success. Students will have options to use their PEAK points for classroom incentives, school-wide incentives with the Head of School, or a Raffle Drawing during our End of the Quarter Celebrations.

Recognizing children who are making good choices and meeting expectations using the PEAK to

Success Matrix as a guide, the teachers have been slowly introducing expectations at different times and in different places. Through the many teachable moments that occur when a group of young children are together, the teachers help children understand what it looks like to P.E.A.K. to Achieve at Summit School!

### **Monthly Character Traits: A monthly school-wide teaching focus**

<b>Quarter</b>	<b>PBIS Pillar</b>
1st Quarter	Positive
2nd Quarter	Engage
3rd Quarter	Achieve
4th Quarter	Kind

### **Positive Discipline Process**

In order to help all of our students learn self-discipline, personal and social responsibility; and positive character habits, we use a positive discipline process that protects the rights of all students. This process includes:

1. **Teacher and Staff Responsibilities** – Helping students understand the difference between appropriate behavior and misbehavior starts with teaching students about rights, responsibilities and consequences. All teachers and staff members are responsible for teaching all students the expected behaviors for the classroom and the common areas of the school; teaching the difference between minor and major problem behaviors; recognizing and rewarding appropriate behaviors when they occur; and taking action to re-teach, correct inappropriate behavior, resolve problems and follow through with established consequences.
2. **Recognizing and Rewarding Appropriate Behaviors** – Every teacher is responsible for using multiple strategies for recognizing and rewarding students for meeting expectations and displaying behaviors that embody Summit's Lifelong Guidelines. Strategies include: specific verbal feedback, CARE tickets, personal notes, phone calls to parents, special privileges, and any other means that personally reward the student and strengthen behaviors and relationships. Our staff members are watching for students who demonstrate appropriate behavioral expectations. Those students can be rewarded with various positive forms of reinforcers, recognition and rewards at school.
3. **Common Area Supervision and Consequences** – Teachers and staff who supervise the cafeteria, playground, courtyard and common areas should emphasize catching students following the rules and using strategies for recognizing and rewarding students for meeting expectations. When a student misbehaves, staff use verbal reminders and re-teach. Major problem behaviors are referred to the office using the Office Discipline Report.
4. **Classroom Consequences** – If a student is engaged in inappropriate behaviors, the student's teacher will decide if it is a major or minor infraction. If it is minor, the teacher will re-teach the expected behavior and handle the behavior in his/her classroom as necessary. Actions which may be taken include the following: verbal reminder, re-teaching, in-class refocus plan, out-of-class refocus plan, phone call to parents, detention and office discipline report. If a behavior is major,

that student will be sent to the office with a referral and administration will decide consequences. For an explanation of classroom expectations and major/minor behaviors, please see your child's teacher.

5. **Office Discipline Report** – If a teacher needs additional support with a child's misbehavior due to a major problem behavior or chronic minor infractions, the teacher prepares an Office Discipline Report and the student is sent to the Head of School or his designee. Depending on the severity of the problem, the parent may be asked to pick up the child for the remainder of the day. Any deliberate action that leads to an injury is grounds for being sent home immediately. Physical aggression is not acceptable and may also lead to the student being sent home. Consequences up to and including suspension and disenrollment may take place at any time at the discretion of the Head of School.

### **Serious Violations**

The following violations are subject to review of the Head of School and may result in consequences up to and including suspension and disenrollment.

- **Disrespect or Defiance** – Disrespectful or defiant behavior is defined as the direct and immediate refusal to comply with a reasonable adult instruction within a specified period of time.
- **Threats or Threatening Behavior** – Threatening words and/or actions are taken seriously and seen as harmful to the well-being of others and the school.
- **Bullying Behavior** – Cruel, hurtful words and behaviors are taken very seriously. This includes hitting, punching, kicking, biting, slapping, pushing, pinching, tripping, spitting, etc. See Anti-Bullying section.
- **Physical Assault** – Physical attack on another person; recklessly or intentionally causing any physical injury to another person; intentionally placing another person in reasonable fear of physical injury; knowingly touching another person with the intent to injure, insult or provoke the person.
- **Vandalism and Stealing** – Removing school or personal materials without permission is considered stealing. Willful destruction or abuse of private or school property is considered vandalism.
- **Drug/Alcohol/Tobacco** – The possession, use, sale, distribution, and/or purchase of alcohol, illegal drugs, prescription, medication, cigarettes, or any other substance related to these (including matches, lighters or paraphernalia) are never allowed.
- **Weapons** – No weapon of any kind (real or fake), including knives, cap guns, and toy guns, is ever permitted on campus.
- **Gambling** – Gambling of any sort is prohibited.
- **Leaving Campus** – Leaving the schools grounds for any reason without following the school check-out procedure.

### **Repeated or More Serious Offenses or Violations of Conduct**

For repeated or more serious offenses or violations of conduct, the following consequences are likely.

- **In School Intervention / Suspension**
- **Disciplinary Probation** – A student will be placed on Disciplinary Probation if s/he receives two after-school detention assignments in one quarter, three or more after-school detention assignments in one semester or one suspension from school at any time. At the discretion of the Head of School, students on Disciplinary Probation may not be permitted to participate in field trips or other school-sponsored activities on or off-campus. Students whose behavior violates

the terms of Disciplinary Probation may be subject to disenrollment. A student may be removed from Disciplinary probation at the discretion of the teachers and Head of School.

- **Suspension** – Students may be suspended from school for up to nine days
- **Expulsion/Disenrollment** – Students may be expelled or disenrolled if there is a persistent pattern of behaviors inconsistent with the school's expectations including absences, lateness, and non-compliance with the code of conduct and mission of Summit School
- **Law Enforcement/Legal Action** – Summit School may involve law enforcement officials and/or legal authorities if necessary.

### **Out of School and Off Campus Behavior**

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct which is, or may be disruptive of the educational process, is contrary to the mission of the school, generates negative publicity, impinges on the rights of other students, staff, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the school. Some examples of such outside conduct that may have disciplinary ramifications at school include any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, computer websites, social media or applications (personal, at home or at school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

### **Summit Anti-Bully Policy**

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a nurturing and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a “telling” school. This means that anyone (student, staff, and/or parents) who knows that bullying is happening is expected to tell a member of the staff.

### **What Is Bullying?**

The United States Department of Justice's defines bullying as follows, “Bullying encompasses a variety of negative acts repeated over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying can be physical (e.g. spitting, pushing, stealing, hitting, and kicking), verbal (e.g. name calling, teasing, taunting, and making threats) and psychological (e.g. social exclusion, extortion, intimidation, spreading rumors, and manipulating social relationships.)”

### **In addition, bullying can be:**

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumors, teasing
- Cyber – all areas of Internet, such as email, social media and online communication. This includes all verbal and written communication, such as text messages or apps, using a mobile device.

Comments or actions referred to as “joking”, “kidding”, or “playing around” will not be an excusable reason for the bullying actions.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

### **Objectives of the Bullying Policy**

- All administrators, teaching and non-teaching staff, students, and parents should have an understanding of what bullying is.
- All administrators and teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school, we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated at Summit School.

### **Signs and Symptoms**

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Thinks or speaks about harming himself/herself or others
- Cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly on school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or “go missing”
- asks for money or starts stealing money (to pay the bully)
- has unexplained cuts or bruises
- comes home starving (lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what is wrong
- gives improbable excuses for any of the above
- is afraid to use the Internet or mobile phone
- is nervous and jumpy when mobile or cyber messages are received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

### **Steps to Follow If You Suspect That Your Child Is Being Bullied:**

- Talk to your child and try to find out what the problem is.
- Contact the school and request an appointment with your child’s homeroom teacher.

- Remember, there are always two sides to any problem and we must look at all problems from all sides.
- We will discuss the problem with you and design a plan of action to suit the situation. We will work together to make students aware that bullying is not tolerated.

#### **School Procedures for Bullying Concerns:**

- Report bullying incident to a member of the staff.
- In cases of serious bullying, the incidents will be recorded by staff in writing.
- If a second written report takes place, a parent conference will occur.
- A third incident will result in suspension.
- Continued bullying after suspension or any act of violence may result in expulsion.
- If necessary and appropriate, police will be consulted.

## **TECHNOLOGY POLICIES**

Summit School is committed to the use of technology in the academic program as a tool to expand learning opportunities, encourage innovation and creativity, and conduct scholarly research. All devices are to be used for academic purposes consistent with the educational goals of Summit School. Responsibility also accompanies this opportunity. This policy is designed to give students and families clear and concise guidelines regarding the appropriate use of devices, whether school or personally owned. The underlying premise of this policy is that all members of the Summit community must uphold our Lifelong Guidelines and exercise good judgement. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to use good judgment and to use technology with integrity. With the continuous improvements and updates to technology, this Acceptable Use Policy may change.

### **Internet Usage**

Students are expected to utilize technology for appropriate educational experiences. Technology should be considered one additional tool for students and educators to increase learning. Students working with technology must have appropriate behaviors. Violations of this policy will result in disciplinary action and may also result in loss of computer privileges.

### **Community Standards and Personal Responsibility**

The use of the school's resources for network, e-mail, and Internet access is a privilege, and its availability depends upon the observance of the policies and guidelines stated below. Students in all grades and other persons who use personal and Internet facilities at the School are to adhere to the expectations.

Students should consult a teacher if in doubt as to whether specific information or activities are

appropriate. Proper behavior is solely the responsibility of the students or other individuals using the school's communication system.

## **Permissible and Proscribed Uses**

### **Using devices at times and in places when the teacher has given permission for you to use them such as:**

- Conducting research on the web for a school project, including: citing sources, following copyright laws, and respecting the intellectual property of others.
- Creating documents in collaboration with other students when working in groups
- Participating in class discussions threads, and using respectful language to others
- Taking a photo or video of a project to put into a class assignment or presentation

### **The following are forbidden:**

- Engaging in copyright infringement or plagiarism
- Sharing personal information with others, including password
- Taking a photo or video of another person and posting it on the internet
- Attempting to bypass network security or engaging in "hacking"
- Playing non-educational games (recreational games)
- Bullying or threatening others
- Texting, emailing, or chatting with others for non-educational purposes.
- Engaging in any activities which change settings or invade, harm, or compromise the school's or others' computers, files, servers, or the campus network.
- Using obscene, profane, vulgar or rude language
- Playing games or listening to music is not allowed unless given specific permission or direction to do so by the supervisory teacher. This includes before and after school as well as at lunch or break.
- Damaging computers, computer peripherals, computer systems or computer networks
- No touching, handling, or using others' devices without permission

### **Acceptable Use Policy**

Computers and network storage provided for student usage are the property of Summit School. Only usage supportive of educational research and consistent with the objectives and standards of Summit School is allowed. Use of other organizations' networks or resources must comply with rules appropriate to said networks. Transmission of materials in violation of any United States or state organization or law is prohibited. These materials include, but are not limited to, of copyrighted material, threatening or obscene material, or materials protected by Trade-secret law. All data, information, and materials stored, either school or personal related, on Summit School computers, or networks are considered property of Summit School and can be subject to modification, deletion, or review.

All computers are to be used for educational purposes in a responsible, efficient, ethical and legal manner. Summit School has instituted precautionary measures to provide a safe learning environment. However, if a student is exposed to inappropriate material, the student should immediately seek teacher/adult assistance.

### **Code of Computer Etiquette and Online Conduct**

Users are responsible for appropriate behavior while using school computer networks. Any and all

policies outlined in the Student Handbook apply.

### **Acceptable Use**

- All use of the Internet must be in support of educational and research objectives consistent with the mission and vision of Summit School.
- Proper codes of conduct in electronic communication or “netique” must be used.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!

### **Unacceptable Use**

- All activity deemed unacceptable, inappropriate or illegal by Summit School is prohibited. Activities detected to be in violation will be forwarded to the Head of School or his/her designee and appropriate action will be taken. Such activity may include, but is not limited to:
- Transmitting personal information about one’s self or another person, including home address and phone number, is strictly prohibited.
- Giving out personal information about another person, including home address and phone number, is strictly prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files or folders, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others.
- Hardware and/or software shall not be destroyed, modified, or abused in any way including:
  - Modifying single-workstation Control Panel settings or Preferences, spell-checking dictionaries or other utilities.
  - Installing, or attempting to install, software without express permission from a teacher.
  - Changing hardware configuration settings for computers or printers.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- Posting anonymous messages.
- Using personal instant messaging services.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or technology instructor), or files dangerous to the integrity of the network is prohibited.
- The Summit School network may not be used for downloading entertainment software or other files not related to the mission and objectives of Summit School for transfer to a user’s home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Summit School.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication



and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by a teacher.
- Any other activity which may be deemed inappropriate at the discretion of Summit School.

### **Online Accounts**

Summit does provide students at many grade levels access to various online accounts, including Google's G Suite for Education, with Google Classroom, Drive, Docs, Slides, Sheets, and Gmail. Online accounts are used to support learning in the classroom and at home. While using student accounts at school or at home, students are expected to use the same online etiquette. Any inappropriate use of school provided accounts may be subject to disciplinary consequences.

### **Electronic Mail/Blogging/Ning/Wikis**

Users are expected to remove old messages in a timely fashion, and system administrators reserve the right to remove such messages if not attended to by the user in question.

E-Mail messages, class and school blogs, as well as any may be monitored and inspected by the sponsoring Summit School faculty member to ensure that reasonable standards of etiquette are utilized.

### **Miscellaneous**

Summit School does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages sustained or incurred in connection with the use, operation, or inability to use the system.

All parents, guardians, and students agree to indemnify and release Summit School, its faculty, staff, directors, employees and all related organizations from any liability, damages or consequences that may result from the use of the Internet.

## **Middle School Technology Policies**

### **General Precautions**

- Devices must remain free of writing, drawing, stickers, labels, or skins that distract from learning, except those that might identify the owner's name. Students should choose wallpapers for devices which are consistent with the school's Lifelong Guidelines.
- All devices are expected to be fully charged and in good working order at all times.
- Devices must not be left unattended at any time. This includes lockers, cubbies, courtyard/ramada areas, outside of classrooms, or any unsupervised area. If a device is found to be unattended, it will be turned in to the Front Office for parents to claim.
- Devices must be in a student's possession at all times except for lunch and recess.
- Devices must be transported and carried appropriately on campus. Students are encouraged to purchase protective cases and backpacks or bags for transport.

- No food or beverages should be in the vicinity of any device. Devices may not be used in the MPR during lunch, at recess, during transition times, or before/after school unless teacher permission is granted.
- Students should not loan or borrow devices from others.
- Students should help Summit School protect our computer system/devices by contacting an administrator about any security problems they may encounter.
- Students are responsible for monitoring all activity on their account(s) and devices.
- The student is fully responsible, at all times, for the personally-owned device brought to school. Summit School is not liable for any loss/damage/theft of a personally-owned device.
- Parents are fully responsible for monitoring age-appropriate parental controls on their children's devices brought to school.

### **Use of Device at School**

- Students are to bring their device, fully charged, to all classes every day. If the devices will not be used in class, the teacher of that class will determine a safe and appropriate storage location for devices.
- If a student leaves his device at home, he/she is responsible for completing coursework as if the device was present. There is no guarantee of availability of other devices for students who forget to bring their devices to school or who have failed to charge them.
- Students will not be allowed to call, email, or message home to ask a parent to deliver a forgotten device.
- Students may not use any device, service, software, website, or application for non-educational purposes during school hours, unless granted permission by school personnel.

### **Software and Applications**

- All installed software and applications must be legally licensed.
- The downloading of music files, video files, games, and applications through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.

### **Network Access, Managing Files, and Saving Work**

- The school will provide wireless internet access to students. That access will be restricted in compliance with Children's Internet Protection Act regulations and school policies. Web browsing, and device use may be monitored.
- Students are expected to respect that Google Safe Search and other filters are safety precautions and may not try to circumvent them while browsing the Internet. This includes using web proxy services to work around blocked sites and services. If a site is blocked and a student believes it should not be, he may make a request to a member of the faculty or administration.
- Summit School makes no guarantee that the school wireless network will be up and running 100% of the time. In the event that the network is down, Summit will not be responsible for lost or missing data.
- Students may not use the school network for personal or private business reasons, including the access of personal e-mail accounts.
- Students may not use the school network to access files, servers, or network information that is not open to the public. This includes the accounts, files and data of other students, staff, and administration.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity may considered a crime under state and federal law. This includes tampering with hardware or

software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletions. Device malfunctions are not an acceptable excuse for not submitting work; therefore, all students should back up work.
- File sharing (a point-to-point connection between two or more devices for the purposes of sharing data) is prohibited unless required for a specific assignment given by a faculty member.
- Students are prohibited from using devices and the school network for any acts of cyberbullying, as defined by the Summit School Student Handbook.
- Any device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the device at any time and the right to retain the device in the school's possession at the discretion of the teacher or administrator.

### **Online Communication and Email**

- Blogging and instant messaging are prohibited at school unless as part of an assigned, in-class activity that is supervised by faculty or administration.
- Social networking (Facebook, Google+, Twitter, Snapchat, Instagram, FriendWise, FriendFinder, Yahoo! 360, Orkut, Classmates, and similar services) as well as FaceTime, Skype, Messages, etc. are not to be used at school.
- Participation in chat rooms and use of message services during school hours is prohibited, except as part of an assigned, in-class activity.
- Students may be asked to establish an email account to be used for school purposes only. A naming protocol will be given and a specific email provider (such as Gmail) will be specified. This account is the only one that should be accessed via device while on school property and only with permission of faculty or administration.
- Students are prohibited from using anonymous and/or false communications generated from email, messaging, social networking, or other services, apps, or websites, that allow such forms of communication.

### **Audio and Video**

- Audio on devices should be turned off unless specifically required for the activity being conducted.
- Listening to music either aloud or with earbuds is not permitted during class, unless directed by the teacher.
- When sound is needed, earbuds must be used.
- The use of any device to watch movies or videos is not permitted during the school day, unless it is for academic purposes and under direct supervision of faculty or administration.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Summit School, except for approved projects with the express permission of the teacher.
- Sharing of music, images, or video is strictly prohibited and subject to appropriate consequences.
- Use, display of, or download of inappropriate media including, but not limited to, weapons, pornographic materials, language, alcohol, drug, gang-related symbols or pictures, are unacceptable and will result in disciplinary action.
- If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or

additional disciplinary action involving misuse of technology may apply as determined by the Head of School.

### **Games**

- Games are not permitted while at school except as part of an assigned, in-class activity.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons may not be installed on any device used on school property.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet but are strictly prohibited. These materials include but are not limited to items of a sexual or pornographic nature, racist, sexist or homophobic materials, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as defined by the Summit Student Handbook. Ignorance of the law is not immunity. When in doubt, ask a parent or teacher.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher as quickly as possible so that such sites can be blocked from further access.

### **Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Monitor student use of the Internet while on their home network.
- Use a device's setting function to limit or disable specific uses of their students' devices.

### **School Responsibilities**

- Provide Internet access to its students.
- Provide staff guidance to aid students in doing research, use school-approved apps/software, and help assure student compliance of the acceptable use policy and any addendums.
- Provide instruction and resources to students and parents about online and mobile device safety and expectations.

### **Student Responsibilities**

- Use devices in a responsible and ethical manner, in accordance with our Acceptable Use Policy, Student Handbook, and any addendums.
- Help Summit School protect the network and devices by contacting an administrator about any

security problems they may encounter.

- Monitor all activity on their account(s).
- Turn off and secure devices after they are finished working to protect their work and information.
- Print a copy of any email containing inappropriate or abusive language or if the subject matter is questionable and turn in to a teacher or administrator.

### **Consequences**

The use of Summit School's technology resources and network is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this Acceptable Use Policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

Any other circumstances not covered by these guidelines will be handled on a case-by-case basis with at the discretion of the Head of School.

### **Policy on Miscellaneous Electronic Devices**

Students may not have laser pointers, cameras, recording devices, music players, electronic games, etc. in their personal possession or locker.

### **Cell Phone Policy**

Cellular telephones can be disruptive in an educational environment. We realize that many parents choose to have their child carry a cellular telephone as a means of before and/or after-school communication and for safety purposes. If you, as a parent/guardian have decided that it is necessary for your child to carry a cell phone, we ask that you and your child be aware of the following:

- Summit School does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone on campus or at any school-sponsored event and it is damaged, lost or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the school be able to take any financial responsibility for the cell phone or cell phone charges.
- Cellular phones must be turned off and in backpacks at all times during school hours or given to the home-base teacher for safe keeping throughout the school day. If the cell phone is confiscated, the parent/guardian will be asked to come to the office to pick it up. It will not be released to the student at the end of the day.
- Please assist us in keeping our learning environment free from distractions. When it is necessary for a student to contact you during the day, we have telephones available in the classrooms and in the office. If it is necessary for you to get an important message to your child, you may contact the office and our staff will relay the message to your child. Do not leave voicemail or text messages on your child's cell phone and expect them to receive them during the school day and school-sponsored events.

## **Security**

Summit's security practices are in accord with the Children's Internet Protection Act (CIPA). Users are expected to respect security as a high priority. If a security problem in any computer, network, or Internet connection is detected, the user must notify a Summit School faculty member of the problem without demonstrating said problem to other users. Users may not let others use their account and password. Attempts to log in to the system using another user's account will be reported to the administration and appropriate action will be taken.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another member, Summit School, or any of the agencies or networks connected to the Internet. Vandalism may also include the destruction of, or tampering with, any computer or the system network by erasing programs, reconfiguring hard drives or disconnecting from the network. Vandalism as defined herein may include, but is not limited to, the uploading or creation of computer viruses. Vandalism of any kind will be reported to the Head of School or his/her designee and appropriate action will be taken.

## **Summit School Dress Code Policy and Plan for the 2024-2025 School Year**

### **Purpose:**

The Summit School dress code is designed to promote a positive, respectful, and focused learning environment while allowing students to express themselves appropriately. It aims to minimize distractions, foster a strong sense of community, and prepare students for future professional settings.

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### **General Guidelines**

1. **Appropriateness:**  
All clothing must be clean, in good condition, and suitable for a school environment.
2. **Modesty:**  
Clothing should fully cover undergarments and midriffs. Tops must have straps at least 2 inches wide. Low-cut or revealing tops, skirts, or shorts are not permitted.
3. **Decency:**  
Clothing, accessories, and grooming should not display or promote inappropriate language, images, or symbols related to drugs, alcohol, violence, or hate speech.
4. **Safety:**  
Footwear is required at all times. Hats can be worn indoors and outdoors.
5. **Uniforms:**  
While Summit School does not require a strict uniform, all students are expected to follow the dress code guidelines

## Specific Guidelines

### Tops:

- *Acceptable:* Polo shirts, button-down shirts, blouses, sweaters, and sweatshirts with appropriate designs.
- *Not Acceptable:* Tank tops, crop tops, spaghetti straps, sheer or low-cut tops.

### Bottoms:

- *Acceptable:* Dress pants, khakis, jeans, skirts, skorts, and shorts at fingertip length or longer. Clothing must be free of rips, holes, or tears.
- *Not Acceptable:* Shorts or skirts shorter than fingertip length, leggings or yoga pants worn as outerwear, or any bottoms with tears or holes.

### Footwear:

- *Acceptable:* Closed-toe shoes, sneakers, loafers, and strapped sandals.
- *Not Acceptable:* Bare feet, slippers, flip-flops, or shoes with wheels.

### Accessories:

- *Acceptable:* Hats, belts, scarves, and jewelry that do not pose safety risks or cause disruptions.
  - *Not Acceptable:* Chains, spikes, or any accessories that could be used as weapons.
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## Special Occasions

On designated spirit or themed days, students may dress outside the standard dress code with prior approval from school administration.

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## Enforcement and Consequences

- Staff will monitor dress code compliance throughout the day.
  - Students in violation will be asked to change into appropriate clothing or be provided an alternative if available.
  - Repeated violations may lead to disciplinary action following the school's behavior policy.
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## Communication and Feedback

- The dress code is shared through the student handbook, school website, and orientation sessions.
  - Feedback is welcomed and can be submitted to the administration office or student council.
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## Review and Updates

The dress code is reviewed annually and may be revised to reflect community feedback and evolving needs.

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### Summary:

The Summit School dress code fosters a safe, inclusive, and focused environment that supports learning and community pride. We appreciate the partnership of students, families, and staff in upholding these standards.

## Student Records Access and Release Policy

In accordance with the **Family Educational Rights and Privacy Act (FERPA)** and **Arizona state law (A.R.S. §15-141)**, student records are considered **confidential property of the School**. The School maintains strict protocols for accessing, reviewing, and releasing student educational records to ensure student privacy and institutional compliance.

### Parent and Guardian Access

Parents or legal guardians have the right to access and review their child's educational records, including report cards, attendance, disciplinary records, and transcripts, **unless otherwise restricted by a legally binding court order**. Requests must be made in writing and submitted to the Main Office. Valid government-issued identification is required.

### Releasing Records to Third Parties

To authorize the release of student records to doctors, counselors, outside programs, or another educational institution, the parent or legal guardian must **complete a Records Release Authorization Form**, available at the Main Office. Records will only be sent **directly to the receiving party** and not handed to the parent or student for transfer.

### Official vs. Unofficial Records

- **Official Records** (including transcripts and cumulative files) are sent in sealed, stamped envelopes or through secure, verified electronic delivery. These will **not be released until all financial obligations to the School are resolved**.
- **Unofficial Records** (e.g., copies of report cards, attendance logs, or progress reports) may be made available for review; however, the School reserves the right to limit piecemeal or repeated requests that appear to circumvent formal withdrawal or payment obligations.



## Student Withdrawal Policy

To formally withdraw a student from the School, a **written notice** must be submitted to both the Head of School and the Business Office. A Withdrawal Form will be provided, and the process includes:

- Completion of exit documentation.
- Return of school property.
- Settlement of any outstanding balances.

**No official records** (including health and immunization records) will be released to the new school until the withdrawal process is completed in full and all financial obligations are met.

## Non-Custodial Parent Requests

The School honors legitimate record requests from non-custodial parents **unless prohibited by a court order**. It is the custodial parent's responsibility to provide the School with a current, certified copy of any legal order that limits or restricts the rights of the non-custodial parent to access school records or communications. In the absence of such documentation, the School is legally obligated to comply with requests from either parent.

## Acknowledgment of Receipt and Agreement

- By signing below, I acknowledge that I have received a copy of Summit School's Student and Parent Handbook. I, along with my child and any guardians, commit to reviewing its contents and agreeing to abide by the rules, regulations, and policies adopted by Summit School, including any future amendments.
- I understand that my child will be held accountable for their behavior and may be subject to disciplinary action or other consequences if they violate any policy or agreement outlined in the handbook.
- I recognize that a positive and constructive partnership between the school and parents/guardians is essential to fulfilling the school's mission. I pledge to support the school's mission, curriculum, administration, faculty, and staff.
- Should any concerns arise, I agree to address them directly with the appropriate teacher or administrator, beginning with the teacher in the case of academic matters.
- I acknowledge the school's policy that, after multiple attempts to resolve a serious issue, if a parent's or guardian's actions materially interfere with the school's ability to fulfill its mission or compromise the safety and well-being of any member of the school community, the school reserves the right to disenroll the student(s) at its discretion.
- Finally, I understand that if I have any questions or concerns regarding my student, the school's policies, or any other matter, I may contact the Head of School or Assistant Head of School to discuss the situation.

_____	_____	_____ Student Name
Student Signature	Date	

_____	_____	_____ Student Name
Student Signature	Date	

_____	_____	_____ Student Name
Student Signature	Date	

_____	_____	_____ Student Name
Student Signature	Date	

_____	_____	_____ Student Name
Student Signature	Date	

_____	_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature		Date

_____	_____	_____	_____
Print Parent/Guardian Name	Parent/Guardian Signature		Date