



# **SUMMIT SCHOOL**

# **2020-2021 STUDENT AND PARENT HANDBOOK**

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## **WELCOME**

Dear Parents and Students,

Welcome to the new school year! This handbook is designed to be a helpful summary of all the information you will need to become familiar with our programs, understand our philosophy, and follow our procedures. We are a team working for the students' success, so please review this information with your family so that we can be as organized, efficient, and safe as possible. At Summit School, we have an open-door policy and always welcome your ideas, suggestions, questions, and support. Here's to a wonderful year of achievement and success!

Sincerely,

Mark Bistricky  
Head of School

Andrea Benkel  
Assistant Head of School

## **MISSION STATEMENT**

We are a courageous community of visionary leaders, expert teachers and family partners, empowering learners who are creative problem solvers, skilled communicators, and practiced collaborators, dedicated to serving others. Summit School is a thought and practice leader in challenging, applied, content mastery, and social-emotional growth. Our rigorous curriculum and supportive environment builds the foundation for students of character to pursue lives of meaning, purpose, and passion.

## **VISION STATEMENT**

Summit equips creative innovators by providing a safe and joyful place for preschool through eighth grade students to discover and achieve their full potential. We are a dynamic community with a culture that fosters relationships among students, teachers, parents and alumni to promote:

- A cutting-edge, rigorous, integrated curriculum focused on academic core mastery and 21st century skills, including creative problem solving, communication, collaboration, critical thinking, and leadership needed to thrive.
- Students who cultivate an intrinsic love of learning through academic experience that meets personal and differentiated needs, and produces life-long learners.
- The development of social-emotional and character skills such as self-discipline, integrity, resilience, community.
- An environment that stimulates intellectual curiosity, independent thinking, and creative problem solving.
- Practices and policies are rooted in the most current research.
- A professional learning community in which all members engage in continuous learning.
- Enthusiastic participation of students, staff and parents, as we sustain supportive relationships that enrich the experience and learning environments of our students.
- Students who are global-thinkers and world changers through innovative education and future thinking.

## **PURPOSE OF THE STUDENT AND PARENT HANDBOOK**

This handbook is intended to serve as a guide to help students and their families come to know Summit School's programs and opportunities, as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with its contents. No set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. There may also be times when particular circumstances require distinct responses. This handbook does not limit the authority of Summit School to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school, taking into consideration the best interests of the school, its faculty, employees, students or overall school community. While revisions are not anticipated, it is possible that policies may be updated during the school year. In this rare case, you will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to contact the Head of School.

## **ATTENDANCE**

### **School Hours**

School hours for all Preschool through Eighth Grade students are 8:15 AM - 3:15 PM. Summit School provides before and after-school supervision.

Families are welcome on campus at or after 8:00 AM. Classrooms open at 8:00 AM, and students must be in their classrooms by 8:15 AM. Students arriving prior to 8:00 AM will be signed into Morning Extended Day and parents/guardians will be charged accordingly. Any student who is not in class by 8:15 AM is considered tardy.

### **Tardiness**

Students who arrive late to school must report to the Main Office for a late pass. Students are expected to be in their classrooms and ready to work by 8:15 AM. Any student who is not in class by 8:15 AM is considered tardy. All tardies and absences will appear on the student's grade reports. We understand the need to schedule medical appointments and recommend that you schedule these before or after school. If not possible, please consult with your child's homeroom teacher to find the best time during the school day, so your child does not miss out on valuable learning time.

### **Excessive Absences and Tardiness**

Students are expected to attend class every day, excepting illness, religious observance, or family emergency. A student who is chronically absent (absent more than 10 days per semester) will be contacted via email or phone by administration. Reasons/documentation of phone call, email for absence will be documented in the student's attendance record. The same procedures will be followed for chronic tardiness. Chronic tardiness is defined as more than eight tardies per quarter. Absences and

tardiness deemed excessive may result in consequences at the discretion of the Head of School.

## **Vacation**

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.

## **Notifying School of Absences**

Parent/Guardian must report all absences via email to [attendance.notifications@summitschoolaz.org](mailto:attendance.notifications@summitschoolaz.org). The Office Manager will then notify the student’s classroom/homeroom teacher regarding the absence. When reporting an absence, please provide the student’s name, grade, date of the absence and the reason.

Parents/guardians are required to notify the Office Manager within 24 hours if a doctor diagnoses their child as having a contagious disease while attending our school. Also report any information when a child is hospitalized or received treatment for a serious medical condition. This information will be treated confidentially and shared with others on a need to know basis.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Closed Campus**

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.

### **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 school property. Parents are to refrain from using a phone for talking, texting, emailing, and using the internet at all times while driving on campus or at any student 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.

## Student Drop Off and Pick Up

### General Guidelines

- Parents/Guardians are responsible for transporting their children to and from school.
- Parents/Guardians and visitors must park in designated lined parking spaces only.
- Never park in such a way to hinder the flow of traffic or jeopardize the safety of children.
- Parking is not allowed along the red curbs.
- Do not park in the designated spaces purchased by parents/guardians at the annual Summit School Auction.
- State law prohibits neglect and endangerment of children. Never leave children unattended in a vehicle at any time, and always use car seats and seat belts.
- Students cannot be dropped off in the parking lots.
- Pedestrians are not permitted to cut through the carline.
- Please do not try to meet with teachers while they are supervising carline.
- There is no use of wireless phones (or other digital devices) while in the carline.
- At dismissal, please do not arrive earlier than 15 minutes before your child's dismissal, time as this blocks our fire lane and inhibits emergency vehicles from entering our facility.
- Summit School is not responsible for damage to vehicles or theft. Please secure all valuables and use caution while moving through the parking lot and carline areas.
- Key fobs will allow access to campus on scheduled school days at the following times/locations:
  - Front Office Doors during office hours (7:45 AM – 3:45 PM)
  - Front Blue Gate during drop off (8:00 AM – 8:15 AM), pick up (3:15 PM – 3:30 PM) and Afternoon Extended Day (3:30 PM – 6:00 PM)
- Front Office Doors will be unlocked for drop off until 8:30 AM. After 8:30 AM, K-8 students must be walked in to the office by an adult that will need to sign the student in to school using the School Check IN system located in the front office.
- When leaving campus, you must exit through the Front Office during the school day (8:15 AM – 3:15 PM) and not through the outdoor gates.

### Preschool

- Parents/Guardians must park in a designated parking space or along the street curb and walk their child to the preschool classroom to sign them in and out.
- The previous Preschool Entrance will no longer be used as an entrance or exit.
- **Drop Off** – All Parents/Guardians will walk their preschool student through the Main Office or Front Blue Gate and go around the back of the Administration building to the new Preschool Lobby, which is located through the double glass doors. Parents will then sign in their child in the classroom and exit through the Main Office.
- **Pick Up** – All Parents/Guardians will enter through the Main Office or Front Blue Gate and go around to the new Preschool Entrance to sign out their student and then exit through the Main Office or Front Blue Gate.

### Kindergarten through Fourth Grade

- The main driveway at the front of the school is a drop off and pick up location for Kindergarten through fourth grade only.
- **Drop Off** – In the morning, please use the drive-through loop where a staff member will greet your child, or park and walk your child to class.
- **Pick Up** – In the afternoon, kindergarten through fourth grade students are dismissed from the



MPR. Students who are picked up by private vehicles are dismissed from the north side double doors. Students who are picked up by parents on-foot should enter campus through the front gate and proceed to the south side door of the MPR.

- Grades K-4: in MPR. K students stay in MPR even if they have a PS sibling.

### **Fifth and Sixth Grade**

- **Drop Off** - Fifth graders and Middle School students should be dropped off at the east gate (unless they have a younger sibling in kindergarten through fourth grade). The east gate is the official middle school entrance.
- **Pick Up** - Grades five and six are dismissed at the east gate (unless they have a seventh or eighth grade sibling).
- Grades 5-8: older sibling goes with younger sibling in the MPR for safety reasons. A bench is set up in the MPR for them, and a teacher to supervise. We will need to retrain the fifth and sixth graders with siblings.

### **Seventh and Eighth Grade**

- **Drop Off** - Middle School students should be dropped off at the east gate (unless they have a younger sibling in kindergarten through fourth grade). The east gate is the official middle school entrance.
- **Pick Up** - Seventh and eighth grade students dismiss at the south gate on E. Woodland Dr. (along with any fifth and sixth grade siblings) in order to eliminate dangerous traffic situations.
- Grades 5-8: older sibling goes with younger sibling in the MPR for safety reasons. A bench is set up in the MPR for them, and a teacher to supervise.
- For seventh and eighth graders with siblings in MPR, we will reach out to the families on a case-by-case basis. Parents who want their kids to go to the back gate can make this request to HOS.

### **Front Gate Dismissal**

On occasion it will be necessary for K-4 to dismiss from the front of the school if the MPR is being used for a special event.

- **K-4 Pick Up** - The pick-up process is still the same, only K-4 students will be dismissed from outside of the Main Office/Front Blue Gate.
- **Preschool Pick Up** - When K-4 dismissal needs to be moved to a front dismissal we will have all Preschool students dismiss from the Imaginarium. Preschool Parents/Guardians will need to park and walk in to the Imaginarium to sign out their student. A staff member will be waiting at the Imaginarium door to allow you entrance to pick up your student.

## **Impaired Drivers**

The well-being of all our students is our primary concern. We are required 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. If 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.

### **Persons Designated to Pick Up Students**

Only individuals listed on the Student pick up list can sign a student out of school. A student will only be released to someone who is listed on the Student pick up list or with written permission from a custodial parent/guardian authorizing such action. Please be aware that photo identification of any person signing a student in or out may be requested by the staff if they are not familiar with the person. Please inform all parties who are listed on Student pick up list, so they enter the building with proper identification in their possession. All changes to a student's pickup list must be made through the [FACTS Family Portal \(ParentsWeb\)](#)

In the event that a parent/guardian would like a driver who is under the age of 18, to pick up a Summit student from Summit School, the parent/guardian must complete the Summit School Minor Driver Authorization Form and login to their [FACTS Family Portal \(ParentsWeb\)](#) account to add this minor driver to their student's pickup. The Summit School Minor Driver Authorization Form can be requested at the front desk. Students are not allowed to be picked up by ride sharing services, such as Uber or Lyft.

### **Appointments and Early Dismissal**

Students must be signed out if they leave before the end of the school day.

#### **K-8 Students**

Parents/guardians should report to the Front Office and ask the Office Manager to call the student out of class. The student will need to be signed out using the School Check IN system located in the front office. If the student is leaving for an appointment but returning, they will need to be signed back in upon their return using the same system.

#### **Preschool Students**

Parents/guardians should come to the Front Office to check-in prior to going to the Preschool classroom to sign out their student. If the student is leaving for an appointment and returning, they will need to be signed back in upon their return using the same system.

## **Extended Day Program**

Students need parental permission to stay on campus and be involved in school-sanctioned activities after school hours. For safety reasons, once the dismissal process is complete all remaining students will be signed in to Afternoon Extended Day and parents/guardians will be charged accordingly.

### **Extended Day Hours and Locations**

- Full Days: Before school (7:00 AM – 8:00 AM) and after school (3:30 PM – 6:00 PM).
- Preschool Extended Day: Morning drop off is in the multi-purpose room. Afternoon pickup is inside the preschool. Snacks and necessary materials are included.
- Elementary and Middle School Extended Day: Morning drop off is in the multi-purpose room. Afternoon pickup may be in the IDEA Lab, the multi-purpose room or on the playground/field. Please see Extended Day sign on front gate notifying of each day's location. Snacks and necessary materials are included.

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.

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 Pickup 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.

## **CHILD ABUSE AND NEGLECT POLICY**

Summit School seeks to maintain the safest possible environment for our students. In doing so, we abide by our legal and professional 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 acting to protect them.

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 staff member must notify the Head of School who will 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.

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 well-being of our students.

## **School Counseling and Confidentiality**

The School Counseling confidentiality agreement is that all student/counselor conversations are private and between the counselor and student except for 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 legally required 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.

## **EMERGENCY INFORMATION**

Summit School has developed an Emergency 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.

Should an emergency 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.

## **Emergency 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 administration evaluates the extent of the disruption to 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 a 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 will continue to supervise until all children have been picked up.

# **HEALTH POLICIES**

We strive to create a healthy and safe school environment. You can help by paying close attention to our health policies, which we have designed to protect your child’s well-being.

## **Health Forms**

### **Immunization Records**

State regulations require that a child may not be enrolled in the school unless a copy of current immunizations record, or a completed exemption are on file.

### **Medical Alert Plans**

Students who have severe allergies or serious medical conditions require a doctor’s statement describing the health or medical condition and the most important steps to take in an emergency. This documentation must be presented to the Head of School and will be used to develop a medical alert plan

which includes the following: picture of the student and all parent contact information, statement of the medical condition, signs and symptoms, information regarding when to contact emergency medical services, information regarding what to do/not to do until emergency medical services arrive, and any other information that would help school personnel keep the child safe. In cases where all staff need to be informed, parents will be asked to give permission for a medical alert poster to be placed in public areas on campus.

## **Illness**

The only place for a sick child is at home. If your child displays any of the symptoms listed below or has an infectious or communicable disease, please keep your child at home. Keep these guidelines handy. They will help you make appropriate decisions about sending your child to school. Children should be symptom-free (see Exclusion Symptoms) or on antibiotic medication for 24 hours before returning to school.

### **Procedures for Sick Children at School**

If your child becomes sick at school, we call parents/guardians or a designated person that has been listed as an emergency contact. A staff member cares for your sick child until you or the designated person arrives. We monitor your child and keep your child as comfortable as possible. Parents/guardians or designated persons must pick up sick children within one hour.

### **Medical Excuses and Doctors Notes**

Since playing outside enhances children's social skills and helps them learn to play cooperatively, we require a medical excuse for a child to stay indoors.

### **Guidelines for Exclusion from School and School Sponsored Events**

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the symptoms listed below should be excluded from school until a physician has certified that the symptoms are not associated with an infectious agent, that they are no longer a threat to the health of other children at school, or that the symptoms have substantially subsided for at least 24 hours.

### **Exclusion Symptoms**

- **Fever:** 100 °F or higher- A child should be fever-free for 24 hours (without fever reducer medication) before returning to school.
- **Nausea, Vomiting or Diarrhea:** A child should be free from symptoms for 24 hours (without medication) before returning to school.
- **Respiratory Symptoms:** Difficult or rapid breathing or severe coughing, high-pitched, croup-like, or whooping sound after coughing.
- **Sore Throat:** Sore throat with or without fever, with or without white spots on the throat.
- **Skin Problems:** Rashes and sores, with or without fever illness, such as chicken pox, measles, etc.
- **Pink Eye (Conjunctivitis):** Watering, irritation and redness of the white part of the eye and/or the lining of the eyelids and/or pus-like discharge. Pink Eye is extremely contagious. The child is contagious from the onset of signs and symptoms and while the eye is still red and/or draining. Signs of any symptoms must be "gone" for at least 24 hours before the child returns to school. Careful hand washing after contact with discharge from the eyes or articles soiled with the discharge is necessary. This must be treated with medication from a physician.

- **Head Lice:** A child must remain at home until treated, and no live lice are visible; upon return to school, school personnel will check the student.
- **Prolonged Headache or Stomachache:** A child is so uncomfortable that it may interfere with learning.
- **Swelling or Pain:** At a level that may interfere with learning.

## **Reporting Infectious Diseases and Treatment of Serious Medical Conditions**

- Parents/guardians are required to notify the office within 24 hours if a doctor diagnoses their child as having a contagious disease while attending our school.
- The school is required to send parents/guardians written information listing any communicable diseases that occur among the children, as well as specific guidelines for their return to school following the illness.
- Parents/guardians are required to notify the office within 24 hours if a child is hospitalized or receiving treatment for a serious medical condition. This information will be treated confidentially and shared with others on a need to know basis.

## **Student Injuries on Campus**

Minor injuries happen to children, and every educator is trained and certified in first aid and CPR. The staff treats minor injuries requiring no more than soap and water, a bandage, and a little loving care. Parents/guardians are called when appropriate.

The school will contact you to report any injury to the face or head and other serious injuries requiring further care or medical treatment. The supervising staff member also will file an accident report.

If a serious illness or accident occurs, school personnel will 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.

## **Medication**

Parents and students are required to provide Summit with a list of all medications that the student currently takes, including prescription and nonprescription medication. School policy prohibits students from self-administering any medication, prescription or over-the-counter. Certain limited exceptions may be made for emergency medications, such as asthma inhalers, epinephrine auto injectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the Office Manager.

Designated staff is available to dispense medications only if a medication form is completed and accompany the medicine in its original container with the doctor's prescription.

- We may not administer medication that has been transferred from the original container.
- All medication and medication consent forms must be brought to the front desk by a parent/guardian.

- Students are not permitted to turn in medication to the front desk.
- Medication forms are not valid from one year to the next, and, according to state law, parents/guardians must update those permission forms annually.
- A student is never allowed to keep medication in his/her personal possession.

## **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. These 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 or obtains blood.
- 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. 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 in accordance with Arizona Department of Health Services.

# **BEHAVIOR GUIDELINES: CHARACTER AND DISCIPLINE**

## **Philosophy and Conduct**

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.

To maintain an environment that supports learning and growth. The school expects members of the Summit School community, including students, family members, and other persons interacting with the school to conduct themselves in an appropriate manner while on campus, attending Summit School related activities and interacting with other members of the Summit School community. Conduct that jeopardizes the reputation of the school, disrupts the educational or working environment, or detracts from the school's mission 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.

Any verbal or physical action that threatens or compromises self or another's wellbeing or discourages another because of gender, race, religion, sexual orientation, or other difference, is unacceptable.

Summit School strives to maintain a safe educational environment for its students, staff, faculty and visitors. If Summit 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 is obligated to take any steps it deems appropriate under the circumstances to ensure the health and safety of the school's community. The

Heads of School will review issues of this nature on a case-by-case basis and determine the appropriate course of action. This may include, but is 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.
- Notifying the proper authorities (i.e., police, firefighters, ambulance), depending on the circumstances.

Similarly, Summit School may act 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 these threats or 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.

## **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 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 myself, 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 on Campus**

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 and campus. 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; therefore, 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 etiquette 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.

At Summit School every behavior issue, no matter how small or how serious, is a learning opportunity. This is part of helping children grow, mature, and make good choices. Teachers are firm and consistent in their treatment of students. Students are guided by their teachers toward acceptable behaviors and are taught to make wise and responsible decisions. We place great emphasis on the development of a healthy community. We teach students to be kind, and we help build the character they need to become productive, and caring adults. Students, who learn to reach out and empathize with others, to accept and celebrate the differences among themselves, and to communicate their feelings and resolve conflicts in constructive ways become positive, contributing members of the community.

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.

## **Character Education**

The Character and Respect Education (CARE) program is a comprehensive school-wide plan (Preschool through 8th grade) to increase Summit students' demonstration of proficiency in character traits as well as to increase compassion, caring, and cooperation throughout the school. The core elements of the program are:

### **CARE Positive Discipline Program in Preschool through Eighth Grade**

The CARE: Positive Discipline program is a systems approach to establishing the social culture and behavioral supports needed for all children at Summit to achieve both social and academic success. CARE positive discipline is a researched based approach, but an approach that defines core elements that can be achieved using a variety of strategies. The core elements of the program are:

- Behavioral expectations defined
- Behavioral expectations taught
- Reward system for appropriate behavior
- Continuum of consequences for problem behavior
- Continuous collection and use of data for decision-making

The CARE program at Summit is part of the larger, school wide, approach to guiding children as they learn to make good choices and grow into responsible citizens. The basic core elements include:

- Defining and teaching the children our expectations for their behavior
- Coaching and re-teaching

Key elements of CARE:

- Be safe
- Be responsible
- Be respectful
- Be an active listener
- Do their personal best

**Lifelong Guidelines**

These operate as a component of Summit school rules.

<b>Lifelong Guidelines</b>	<b>Operational Definition</b>
Be Safe	To behave in a way that keeps yourself, others, and property free from danger, hurt, injury, or risk
Be Respectful	To show consideration for self, others, and the environment
Be Responsible	To be accountable for your actions and words
Do Your Personal Best	To give 100% by giving your all and challenging yourself
Be an Active Listener	To listen with both your head and your heart in order to hear both the feeling and the content of what someone is saying

**Positive Discipline Process**

In order to help all 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 acting to reteach, 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.

### **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 reasonable adult instruction within a specified period.
- **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 is considered assault.
- **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, e-cigarettes, vaping supplies, 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 is prohibited.

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

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

- **After-School Detention** – Detention will be held weekly for one hour after school. Students are required to stay for the entire hour after school in the assigned detention classroom. Students will be required to complete a detention reflection and/or other activities determined by the detention facilitator. Excused absences from the assigned date must be approved by the Head of School and rescheduled for the following week.
- **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.
- **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 and its students, staff and faculty, 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.

## **Anti-Bullying Policy**

We are committed to providing a caring, friendly and safe environment for all 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, it will be dealt with promptly and appropriately. 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 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.)" Bullying in any form is completely unacceptable at Summit and will be addressed immediately and fully.

### **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 inappropriate comments
- Homophobic - due to, 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 behavior.

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 immediately 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**

- All reports of bullying will be promptly and fully investigated.
- Students found to engage in bullying behaviors will be held accountable, with appropriate parent consultation and disciplinary consequences up to and including suspension and disenrollment from Summit.
- Police will be consulted in cases of extreme bullying and/or violence.

## **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.

### **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 administration 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 speech, obscenity, 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 share 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.

## **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.

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 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 always be turned off and in backpacks during school hours or given to the homeroom 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.

## **Middle School Technology Policies**

### **General Policies**

- 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 always expected to be fully charged and in good working order.
- 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 always be in a student's possession 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, always, 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 makes no guarantee that the school wireless network will be up and running 100% of the time. If 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 be 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.
- All non-school related social media sites.
- Social networking.
- 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**

- Inappropriate materials 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. Understanding Summit's plagiarism policy is every student's responsibility and claiming to be unaware is not an acceptable response. 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 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.

## **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 administration and appropriate action will be taken.

## **ACADEMIC INFORMATION**

### **Daily Schedule**

There are seven periods in the school day. The school hours are 8:15 AM – 3:15 PM.

PERIOD	TIME
1	8:20-9:05
2	9:08-9:53
3	9:56-10:51
4	10:54-11:39
5/Lunch 1	11:42-12:27
5/Lunch 2	12:30-1:15
6	1:18-2:03
7	2:06-2:51
Homeroom	2:54-3:15

LUNCH	SCHEDULE
LUNCH 1 (Gr K-1)	11:42-12:02
LUNCH 2 (Gr 2-3)	12:05-12:27
LUNCH 3 (Gr 4-5)	12:30-12:52
LUNCH 4 (Gr 6-8)	12:55-1:15
RECESS	SCHEDULE
RECESS 1 (Gr 2-3)	11:42-12:02
RECESS 2 (Gr K-1)	12:05-12:27
RECESS 3 (Gr 6-8)	12:30-12:52
RECESS 4 (Gr 4-5)	12:55-1:15

### **Morning Meeting**

Morning Meetings are held as a way for students to showcase achievements, share learning, and build a sense of community. All students participate in Morning Meetings. These are held in the Multipurpose Room. Parents, family, and friends are always welcome. Because they are a key part of Summit's educational program, Morning Meeting attendance is required. In addition to the class presentations, there are general school announcements, a patriotic observance, a moment of silence, and birthday recognitions. The school community will gather on Wednesday mornings. Classes take turns presenting topics and learning from the previous month. Parents will receive advance notice when your child's class is presenting. If you arrive after your child's class has left for Morning Meeting, please them to the interior entrance of the Multipurpose Room. Children will need to stay in the back of the room with a staff member if they arrive late and will not be able to join their class until there is an appropriate break in the Morning Meeting for this transition. All students Preschool - 8th grade will participate together in



Morning Meetings on Wednesdays 8:20-9:00am.

## **Testing**

Students in grades 3 through 8 participate in standards-based state assessments. The individual results are shared with parents and teachers; school composite scores are shared with the general Summit community. These tests are an important part of the information that we gather regarding the students, academic potential and performance.

## **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 disenrolled.

Summit offers enrollment to students for one academic year at a time. A student will not be permitted to enroll or attend Summit 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 and the student's parents/legal guardians last have entered a written enrollment contract regarding the student.

## **Student Services**

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 services. A request for accommodations/modifications 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.

## **Tutoring**

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 if it does not conflict with other commitments.

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 GUIDELINES: PRESCHOOL**

### **Lesson Plans**

Weekly lesson plans are posted outside of each preschool classroom on the large parent information bulletin board in accordance with DHS regulations.

### **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 are 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.

**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.

## **ACADEMIC GUIDELINES: ELEMENTARY**

### **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:

#### **SMART Goals**

SMART Goals are at the heart of our reporting system. It is both a process and a product that promotes and ensures open communication and partnership between school personnel and parents to establish goals and to plan appropriate learning experiences for students.

#### **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.

#### **Digital 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.

#### **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**

5- Outstanding

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.

## **Home Learning**

At Summit School, students are given opportunities to reinforce classroom learning at home. We choose to call it Home Learning because these assignments support and enhance our academic instructional program. Home Learning is relevant, planned, and often individualized. Home learning may differentiate when appropriate. There are four types of Home Learning:

1. **Practice** – Helps students master skills but should not be tedious and repetitive. Whenever possible, students should apply skills that have been learned rather than completing a worksheet. (Students cannot apply what they do not understand.) Assignments are not always the same for every child and often involve choices; this encourages responsibility.
2. **Preparation** – Prepares students for something that is coming up in the curriculum. It should be challenging and help students develop the motivation to learn the new material. In general, it should not be anything rote or unimaginative.
3. **Extension** – Challenges students to go above and beyond what was learned in class and is usually self-initiated. Extension Home Learning emphasizes production versus re-production.
4. **Creative** – Engages students to think critically and creatively. They problem solve and respond in a personal way to this type of Home Learning.

Because we value family and recreation time, most of Summit Home Learning is designed to take place

four nights per normal week, Monday through Thursday, and not on weekends, holidays, or breaks. (Since Home Learning is optional in kindergarten, often the assignments may be done over the weekend.)

### **Home Learning Targets**

- Kindergarten 10-20 minutes per week\*
- Grade One 30-40 minutes per week\*
- Grade Two 50-60 minutes per week\*
- Grade Three 60-80 minutes per week\*
- Grade Four 80-100 minutes per week\*
- Grade Five 120-140 minutes per week\*

\*Additional reading practice is also often assigned and recorded.

Of course, some projects or assignments take more time than others, but parents who notice that their child regularly spends too much or too little time on homework and contact the classroom teacher to discuss the situation.

### **Assignment Requests Due to Absences**

When students are absent from school for a day or more, parents may call the school and request assignments. The request for assignments must be made before noon, and parents are encouraged to call the office or homeroom teacher again at 3:00 PM to see if any teachers have sent in work to be picked up. It is up to each teacher's discretion as to whether to send work home when the student is absent. Often the student requires the benefit of an explanation, additional resources or materials, numerous examples, guided practice, etc. before attempting independent work. In this case, students will be given time to do the work and assistance when they return to 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**

### **Middle School Curriculum Overview**

The Summit School academic curriculum follows the generally accepted requirements for middle school

accreditation and the recommendations of numerous national task forces, studies, and middle school associations. Our middle school includes grades 6, 7, and 8. Classes are departmentalized and are taught by specialized teachers. They include the following:

- Language Arts (writing, grammar, usage, mechanics, vocabulary, and spelling) - 45 minutes, five days per week
- Literature (reading, book projects, library instruction, literary analysis and appreciation) - 45 minutes, five days per week
- Math - 45 minutes, 6 times per week
- Science - 45 minutes, 4 times per week
- Social Studies - 45 minutes, 3 times per week
- Spanish - 45 minutes, 4 times per week
- Electives - 45 minutes, 4 days per week
- Life Skills - 45 minutes, 1 time per week

## **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.

## **SMART Goals**

SMART Goals is both a process and a product that promotes and ensures open communication and partnership between school personnel and parents to establish goals and to plan appropriate learning experiences for students.

### **SMART Goals Process**

- The middle school SMART Goal setting process will take place in their Life Skills class. After drafting a meaningful and specific goal for each subject, the students will have each middle school teacher review and approve their goals. In Life Skills class, middle school students will prioritize their goals and choose the 3-5 most important goals. Before finalizing their SMART goals, each student will share their potential goals with their parents for feedback.
- Each departmentalized teacher will be responsible for requesting students to share their SMART goals that pertain to their content area so that the teacher can help the student reach their goal and help them collect evidence and work samples that illustrate their goal work for their portfolio.
- The goals are reviewed and reflected upon quarterly in Life Skills class.

### **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.

### **Digital 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**

### **1st Semester**

- Teachers develop SMART goals with individual students
- SMART goals should be discussed with each student in the classroom and at home before finalizing goals.
- 3-5 meaningful SMART goals per student (academic, social and/or emotional)

### **Parent Conferences**

- Purpose of Conference: Inform parent of student's progress in all subject areas with evidence and student work samples to share, and discuss any academic, social or emotional concerns.
- Google Sign Up for Parent Conferences: Middle School will send parent conference sign up exactly 3 weeks in advance by noon.
- Length of Conference: 10-minute blocks of times
- Student Attendance: Student attendance at conferences is optional. Teachers may request that students be present. Teachers and parents work together to decide what is best for each student and family.
- SMART Goals Follow Up Letter: Prior to the conference, a digital copy of the goals will be sent home.

### **Progress Reports – Quarter 1**

- It is expected that a teacher will communicate to parents prior to reports if a student is struggling academically, socially or emotionally.
- Available on [FACTS Family Portal \(ParentsWeb\)](#).
- A copy is placed in the student's cumulative folder.

### **2nd Semester**

#### **Report Cards – Semester 1**

- Available on [FACTS Family Portal \(ParentsWeb\)](#).
- A copy is placed in the student's cumulative folder.

### **Parent Conferences**

- Purpose of Conference: Update parent on child's progress academically, socially, and emotionally, show assessment data and student work, and create a plan for a student struggling in any areas.
- Google Sign Up for Parent Conferences: Middle School will send parent conference sign up exactly 3 weeks in advance by noon.
- Length of Conference: 10-minute blocks of times.
- Student Attendance: Student attendance at conferences is optional. Teachers may request that



students be present. Teachers and parents work together to decide what is best for each student and family.

### **Progress Reports – Quarter 3**

- It is expected that a teacher will communicate to parents prior to reports if a student is struggling academically, socially or emotionally.
- Available on [FACTS Family Portal \(ParentsWeb\)](#).
- A copy is placed in the student’s cumulative folder.

### **Report Cards – Semester 2**

- Available on [FACTS Family Portal \(ParentsWeb\)](#).
- A copy is placed in the student’s cumulative folder.

## **Grading System**

Students in sixth, seventh and eighth grades receive grade reports with A-F letter grades in core academic classes at the end of each quarter. All middle school students will receive letter grades for their elective classes. Mastery of all content and skills is the objective, and therefore, there is a high standard when grading. Effort is considered extremely important at Summit School, and students are assessed using the scale below. There are four grade reports during the year, and all quarterly and semester grade reports will be available electronically through [FACTS Family Portal \(ParentsWeb\)](#). Quarterly grades will be averaged to calculate the semester grade.

### **Summit School Middle School Grading Scale**

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

### **Summit School Middle School Effort Scale**

- 5 - Outstanding
- 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 late work will also be determined by the individual teachers and may vary according to grade level and subject. Failure to complete work will result in a zero (0) grade for that assignment.

Teachers are available for guidance and extra help, and students should take advantage of this resource if assignment specifics are unclear. The classroom teacher will contact parents/guardians if a student is performing poorly on tests or homework. The teacher will work with the student to develop a plan to foster better work habits. Parents should check Schoology regularly for grade updates.

Work submitted late due to an absence will not be penalized but must be completed. If a child is absent due to illness, a parent/guardian may call the school office before noon and request assignments for that day. It is up to each teacher's discretion as to whether to send work home when the student is absent. Often the student requires the benefit of an explanation, additional resources or materials, numerous examples, guided practice, etc. before attempting independent work. In this case, students will be given time to do the work and assistance when they return to school. This may occur during recess, after-school or at another convenient time determined by the teacher. Students may also check assignments for classes on Schoology.

## **Electives**

Students in sixth through eighth grades will participate in elective classes. Classes meet four times per week, and students will receive a letter grade for this elective class that reflects their participation, attendance, and critiques/grades on work produced for the class. Students may be required to complete homework and/or projects outside of elective class time.

## **Home Learning**

At Summit School, students are given opportunities to reinforce classroom learning at home. We choose to call it "home learning" because these assignments support and enhance our academic instructional program. Home learning is relevant, planned, and occasionally individualized. There are four types of home learning:

1. **Practice** - This helps students master the skills necessary to be successful in the class. These assignments help reinforce the objectives covered in class.
2. **Preparation** - This gets the students ready for something that is coming up in the curriculum. It should be challenging and help students develop the motivation to learn the new material.
3. **Extension** - This has students go above and beyond what was learned in class and is usually self-initiated.
4. **Creative** - These assignments challenge students to think critically and creatively. They problem solve and respond in a personal way to this type of home learning.

Most of our home learning is designed to take place four nights per normal week, Monday through Thursday, and not on weekends, holidays, or breaks. However, students should expect weekend homework related to long-term projects, upcoming test preparation, make-up work, or any other in-class assignments or activities. Weekend homework is at the discretion of the teacher.

### **Home Learning Targets**

- Grade Six - 200 minutes per week\* (50 minutes per night)
- Grade Seven - 240 minutes per week\* (60 minutes per night)
- Grade Eight - 280 minutes per week\* (70 minutes per night)

\*Additional reading is also assigned and recorded in most classes.

Of course, some projects or assignments take more time than others, but parents observing either excessive or minimal time spent on home learning should contact the classroom teachers to discuss the problems or concern.

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

- Giving or receiving of unauthorized aid on examinations or in the preparing of notebooks, compositions, reports or other assignments.
- 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(s)/guardian(s) will be notified at that time.

### **Examples which violate academic integrity:**

- 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.

## **Student Council and Athletic Program Eligibility**

Students must be in good academic (quarterly grades of C- or above in core classes) and behavioral standing (no more than one detention 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.

## **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 parents/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.

## **CAMPUS LIFE: PRESCHOOL**

### **What to Bring on the First Day of School**

- Extra changes of clothing (underwear, top, bottom, and socks) labeled with your child's name and placed in a zip lock bag. They will be kept in the classroom for accidents or spills.
- A special stuffed animal and/or blanket for rest time. We want your child to feel "cozy" and comfortable here at school. We ask that you do not send sleeping bags. Our storage space is limited and we want your child to be as independent as possible when preparing their cot for rest time. The school will provide a sheet for your child's cot, which will be laundered weekly. We ask that you plan to take your child's blanket/animal home weekly to launder. Any medical and/or

emergency information previously requested. State licensing mandates that no child can be present without an immunization form on file.

## **Written Communication**

Each family will have a mail slot on the preschool classroom counters for paper mail. Since Summit is now a “paperless” school, the vast majority of information will be transmitted electronically. Please check your e-mail each Friday for our community updates. Don’t forget to check your child’s cubby for artwork and other oversized items that are to go home.

## **Getting to Know You**

Please take time before the beginning of the school year to fill out our “Getting to Know You” paperwork. Understanding and incorporating the traditions, culture, and diversity of each child’s family into the school community helps to form a supportive environment for the children. We welcome your thoughts and visions in creating a community that is a source of support for all families. Please feel free to speak to your child’s teacher or the preschool director if you have questions, comments or concerns – the doors for communication are always open.

## **Rest Time**

Please remember to bring a pillow, blanket, stuffed animal or whatever your child will need to feel cozy and comfortable. We will provide the cot and sheet and will launder sheets each week. We ask that you take all personal items home on Friday to launder.

## **Bathroom Accidents**

If your child should have a “potty” accident or otherwise need a change of clothing, we will put the soiled clothing in a zip lock baggie and place it in a plastic container located on top of the cot closet. Please remove these when you pick-up so that you may launder and return the accident clothing for the next day. We do maintain an extra clothing supply and welcome your donations at any time! We always need outgrown or worn-out socks, underwear, t-shirts, shorts, shoes and long pants. Just bring these contributions to the preschool office!

## **Art**

We like to do lots of creative, process-oriented art where the focus is on problem solving and the fun that art encourages--not the product. Remember your child has ownership of his/her work and it is important to avoid “evaluating” the creation. Instead, ask your child to tell you about the piece or comment on a particular aspect of the artwork. For example, you could say, “I see you used red and brown paints today.” Or, you could say, “You covered the entire paper. Wow!” Displaying your child’s artwork is important and meaningful.

## **Siblings**

For the safety and security of all children at Summit, we ask that you find alternate care for siblings when you come to volunteer in the classroom, at parties and on field trips. These events are a way for your child to feel your connection to their class.

## **CAMPUS LIFE: MIDDLE SCHOOL**

### **Middle School Meeting**

As a way of building a sense of community, all middle school students participate in Middle School Meeting every Friday afternoon. During this period, students will participate in the following:

- Presentations from classes along with announcements, birthdays, celebrations of recent achievements and accomplishments, Student Council updates, etc.
- Outside speakers and presenters, who discuss important topics and relevant issues
- Community service project planning and implementation
- Small group meetings with teachers
- Team building activities and Project Based Learning activities

### **Student Council**

Summit School Student Council is comprised of representatives from grades 6, 7, and 8. This group of students elects officers each year and meets to plan and oversee important fun activities and community service projects for the student body. These include, Special Friday Lunches, Spirit Day Themes, Ice Cream Fridays and other school-wide leadership efforts including outside community service.

### **Activities and Events**

Middle School students enjoy many social activities and events throughout the academic year.

- Special field trips
- Fall and spring evening parties designed to help build social skills and introduce students to party etiquette and dancing
- Extracurricular activities such as the Spelling Bee, concerts, STEAM Night projects, art exhibits, sports teams, and others.
- Community service projects
- Annual culminating evening events that celebrate learning. Examples include plays, recitations, interactive displays, and exhibits.
- Spring Trips- All students in grades 5-8 are invited to participate in overnight learning experiences outside of Phoenix. These trips are chaperoned by teachers.
- ROPES (Rite of Passage Experience) - a second semester project for eighth grade students. This project that involves learning a new skill, writing a research paper about the topic, and presenting the entire experience to a panel of judges. ROPES is a graduation requirement.
- Eighth Grade Graduation that includes special recognition for academic achievement, awards for outstanding achievement, and individual recognition of each student.

## **Dances**

Dances are for all students to enjoy. Therefore, it is important that the following rules are followed to ensure the safety of all participants.

- Summit School dances are for current Summit School students only. Guests are not permitted.
- Students must be in attendance at school the day of the dance in order to participate.
- Once inside the campus area, students must stay inside. No student may leave unless a parent/guardian comes to collect him or her.
- All students must follow school rules with regard to appropriate dress as noted in the Dress Code.
- Gum is not permitted.
- Close dancing defined as contact between the front or back of students' bodies is not permitted. During slow dances, a dancer's hands must be on the waist or shoulders of his or her partner at all times.
- Students may not use cell phones or electronics of any kind during dances. If a student needs to call home, a teacher will allow the student to call from a campus phone.
- Students who do not follow these guidelines will be asked to leave the dance immediately and to call parents immediately. They may also be prohibited from attending future dances.

## **FIELD TRIPS**

Field trips expose students to new places and exciting opportunities for learning and are a very important part of your child's educational experience. During the year, students will go on a variety of field trips. We will notify parents/guardians in advance of any planned trips, and parents/guardians will have opportunities to chaperone field trips when necessary. Most field trips will require an additional fee. School personnel ensure adequate adult supervision on all such trips. Students who opt not to participate in a scheduled field trip, do not attend school and are the responsibility of the parent(s) during that time.

Summit School's first concern is for the safety of all students. Siblings of students and minor visitors are not allowed to attend school field trips.

Students must be in good standing in order to participate in school-sponsored field trips. All students are expected to abide by the school discipline code and demonstrate consistent appropriate behavior in their interactions with teachers, staff members, parent chaperones and fellow students at all times.

## **Requirements for Participating in School Sponsored Field Trips**

### **In order to participate in a school sponsored field trip, student must:**

- Submit a completed Field Trip Permission slip signed by their parent/guardian, by the required due date.
- Submit payment in full for the field trip/overnight trip, by the required due date.
- For Overnight trips, submit a completed Student Medical/Medication Form signed by their parent/guardian, by the required due date.
- Consistently demonstrate behavior that meets reasonable standards during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip. Their parents/guardians will be notified that the student is unable to go on the field trip.

Students that are unable to go on the field trip do not attend school and are the responsibility of the parent during that time.

- Students who have committed a serious disciplinary violation will need permission to participate in the trip and will be at the discretion of the Head of School.
- Students hospitalized or having received emergency medical or mental health care 30 days prior to the trip, will be required to provide a physician/therapist's written release allowing the student to travel and participate. However, final permission to participate in the trip will be at the discretion of the Head of School.

## **Middle School Out-Of-Town Field Trips**

Middle School out-of-town field trips of more than one day are exciting educational opportunities. These trips are the culmination of the students' in-school educational experiences and are administered and planned by the teachers and administrators in charge. Students are expected to participate for the entire trip in order to benefit from the experience. On occasion, parents/guardians may be invited to participate as volunteers. Students who opt not to participate in a scheduled field trip, do not attend school and are the responsibility of the parent during that time.

## **Permission Forms**

We provide and require written permission forms for each field trip in order to ensure that you are fully informed and approve of your child's participation.

## **Transportation**

Transportation for field trips is usually provided by parents/guardians unless approved by Summit Administration on a case by case basis. All field trip drivers are required to complete the Pre-Certification process by submitting copies of the following documentation to the Summit School front desk, at least three weeks prior to the first field trip in which they are driving. Documents can be submitted to the Office Manager by email or hard copy.

1. Signed Chaperone Guidelines and Agreement
2. Current driving record from the [Department of Motor Vehicle](#)
3. Current driver's license
4. Proof of current automobile insurance

These documents will be kept confidential and on file with Summit School for the duration of the school year. In addition, on the morning of every field trip, all drivers must complete the Field Trip Driver Certification Form and submit it to the front desk. Parents will be informed that they cannot drive for a field trip if the necessary documentation is not submitted or the driving record of the parent does not meet the criteria of Summit School.

While transporting students to and from class field trips, drivers are not permitted to make stops for food or non-emergency reasons during the field trip.

Parents who are driving only their child on a Summit School field trip, must still complete the Driving Pre-



certification process, the Day of the Field Trip Driving Form and be approved for driving prior to driving for the field trip. In addition, all students must come to school and be counted in attendance prior to leaving for a class field trip. Students who go to a Summit School field trip directly from home will be considered absent from Summit School that day, and Summit School will not be responsible for the student during the class field trip unless preapproved by Head of School. Parents who are driving their own child on a Summit field trip are required to return their child to Summit School at the end of the field trip.

We make every effort to ensure that your child has safe and respectful transportation to and from 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 respectful manner according to Summit School discipline expectations for the safety and well-being of all passengers. The driver has complete authority and all school rules are in effect.

All Arizona Department of Health Service and Office of Childcare Licensure regulations are followed if a bus is used. Laws regarding the use of car seats are followed for preschool age children. Students may ride in private vehicles only with prior written consent from the parent, and a car seat or booster seat must be provided for any child under the age of 5.

## **Field Trip Chaperone Guidelines**

When you volunteer to serve as a chaperone on your child's field trip, you will be helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities.

The purpose of the Chaperone Guidelines and Agreement is to provide you with an overview of a chaperone's responsibilities and to make recommendations for appropriate responses to various situations that may arise during a field trip.

### **Chaperone Responsibilities**

- Arrive on time
- Know the children in your assigned group: Introduce yourself and learn the names and faces of the students.
- Take students directly from school to field trip destination and return to school without side trips.
- Communicate with the teacher: Ask questions as they arise.
- Watch carefully: Always think of the children's safety first. Be alert to potential dangers. If necessary, move children to a safe place and inform the teacher.
- Enforce student buddy rules including restroom usage.
- No student electronic device usage in cars or during field trips.
- Check in with Summit School front desk upon returning students to school at end of field trip.

### **The Following Are Prohibited While Chaperoning A Summit School Field Trip**

- Smoking or consuming alcoholic beverages during the field trip.
- Texting or use of your cellphone when supervising students.
- Bringing siblings or other children on the field trip.
- Leaving children alone or unescorted.

- Purchasing souvenirs or food without prior permission of the teacher.
- Touching a child.
- Releasing students to anyone other than the teacher.
- Brining personal belongings on school field trip. Summit School is not responsible for any misplaced, lost, or stolen personal belongings.

### **In the Event of An Emergency**

- Contact the teacher leader and if necessary, contact Summit School at 480-403-9500
- Report all student illnesses and injuries to the 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

## **FOOD POLICIES**

### **Meals**

- All students should bring healthy lunches to school.
- Only Preschool lunches will be refrigerated, and the teachers are able to heat in the microwave.
- Only Middle School students can heat their lunches in the microwave in the MPR kitchen.
- Dishes2U is an optional lunch program available to all student's PS-8th grades. Summit School has partnered with Dishes2U to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, pre-pay and mange student's lunches online.
- Milk is available at no charge to all students during lunch.
- Summit School believes strongly in healthy eating and suggests that fast food not be eaten on a daily basis. If a student forgets his/her lunch at home, the parent/guardian is called and asked to provide a healthy lunch.
- The Student Council sells special lunches to PS-8 students throughout the year. The lunches include chocolate milk and pizza. Order forms will be sent home in advance.
- The Student Council also sells ice cream to PS-8 students on designated Fridays throughout the year. If your child wishes to purchase ice cream, they should bring \$1 to school on that day.

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

Summit provides both a morning and an afternoon snack for our students in Preschool and an afternoon snack for Afternoon Extended Day students. Please let us know immediately if you will be bringing in special snack items for your child if they have 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.

## **Class Parties and Special Treats**

Parents may want to provide treats for the class on your child's birthday or for special class parties. We encourage this type of sharing, but parents/guardians should notify teachers ahead of time to avoid too many treats on a given day. All food for special occasions or class parties must be commercially prepared and sent in original, packaged containers. Homemade food is never allowed.

## **GENERAL SCHOOL INFORMATION**

### **Home and 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 (SMART Goals) conferences with teachers
- Teacher and class information sent by email
- Communication with teachers via phone, email, and in person
- Summit School's parent/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 can be scheduled.

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 [FACTS Family Portal \(ParentsWeb\)](#) account to update this information.

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

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 which parent 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**

Summit encourages parents to visit classrooms, take part in school activities, and volunteer in the school because we believe that it will help student learning. However, as a safety consideration and in keeping with school policy, we ask for your cooperation in enforcing the rules about visitors and volunteers at school.

All visitors, including parents/guardians, must report to the office to sign in and receive a visitor badge. Parents/guardians may request a classroom visit with prior arrangement through the classroom teacher. Parents/guardians and other visitors may not go directly to the classrooms. This is for everyone's safety, as parents/guardians and other visitors who try entering the campus without signing in are inviting others to do the same, including those who might not have your student's best interests in mind. **When leaving campus, you must exit through the office and not through the outdoor gates.**

Parent attire should reflect your professional commitment to be of service to the school and to the students. Consequently, your appearance should be modest, attract no undue attention, and exemplify the standards in effect at our school. Those wearing attire that does not respect this standard will respectfully be asked to comply or excuse themselves from campus.

Please avoid conferences with teachers and staff members when visiting classrooms during school hours. They take teachers away from their teaching duties and affect all students adversely. If you would like to conference with a teacher, please make an appointment. This can be done by contacting the teacher before or after school hours.

## **Parent/Guardian Volunteers**

Each parent/guardian is required to volunteer a minimum of ten hours per year. This may be in class activities, field trips, special projects at home, or school events. Parents/guardians who volunteer in their child's classroom must pre-arrange times with the classroom teacher and keep in mind that the purpose of volunteering is to give assistance to the teachers, not to work with any individual child. Also, parents/guardians, visitors, and helpers must keep information confidential that is learned while in the classroom and must refrain from sharing judgments about children and/or teachers.

Classroom volunteers are generally not needed in the upper grades, where the academic content is more advanced, and students are more sensitive about and aware of their actions and abilities. Nevertheless, parents/guardians of older students are encouraged to help teachers and the school community in other ways.

A Parent Partner is a volunteer classroom parent that assists the teacher and coordinates a volunteer program that meets the needs of the classroom teacher and offers opportunities for parents to become involved in their child's educational experience. The selection of Parent Partners will be made by the classroom teacher(s) and the Head of School. Each teacher will design a specific volunteer program that best meets his or her needs.

## **Student Dress Code**

### **Preschool**

Preschool is an active place and we encourage children to fully participate in every activity inside and outside. For this reason, it is important to send children in appropriate clothing. Many of our art and cooking projects are messy, which is a big part of the fun! Please send your child to school in comfortable clothing, which they don't have to worry about. A tip for easy dressing in the morning is to give your child two choices the night before school. Let him/her decide which of your two choices the favorite is. Then lay it out so it's easy to find in the morning. This can alleviate power struggles and the madness of morning rushes.

Other things to keep in mind when selecting clothing are:

- Paint Smocks are optional. Some children find them uncomfortable and will choose not to paint if required to wear one. Since painting and creating are such critical components of our program, we never want to discourage young artists and will not force a child to wear one.
- Clothing should be washable. While we use "washable" markers and paint-- all are not TRULY washable. Some of the colors will wash out and others, particularly those with red, will leave a faded stain. Resist the urge to send your child in designer clothing on all days except picture and party days. On those days, we promise not to engage in painting and other messy projects.
- Shoes must be safe. Please send your child in tennis shoes or rubber soled shoes with a heel strap so that he/she can run and climb safely. Much of the fun at preschool involves movement and we don't want your child to feel inhibited or unsafe. Flip-flops and sandals that do not have a heel strap on are not allowed.
- Remember to label any loose items of clothing such as hats, jackets, sweaters, etc. so we can keep track of your child's clothing. It is also smart to label lunchboxes, water bottles, and rest time accessories. If you are missing an item, you can check the Lost and Found.

### **Kindergarten - Eighth Grade**

All student attire should be neat, clean, and in good repair. We ask that parents/guardians purchase clothes for school that promote good citizenship and appropriate responses from others. Therefore, students may wear casual clothing, providing it is clean and modest.

The following items are not acceptable to wear at school:

- Shirts, hats, jackets, buttons, etc. displaying obscene or inappropriate printing or advertising of alcohol, drugs, tobacco products, sex, violence, satanic symbols, anarchy, racist or homophobic messages, or illegal activity either explicit or implied
- Hats may not be worn indoors regardless of gender (Hats may be worn outdoors as long they adhere to the dress code guidelines listed in the student handbook)
- Excessively tight, excessively loose, and excessively ripped or torn clothing. No rips, tears, or see-through material above the knee allowed
- Spaghetti straps (Tank tops are reasonable if the strap is at least one inch wide)
- Tank tops of any kind regardless of gender should have appropriate fitted arm holes
- Crop tops and belly shirts (All shirts and tops must cover the belly and back areas)
- Halter tops and tube tops
- Sheer clothing including netted clothing, yoga pants, and tights
- Undershirts
- Short dresses, skirts and shorts regardless of gender (Use the fingertips test; the length should

be at least to the point where your fingertips touch when at your side with your shoulders and elbows relaxed and arms straight)

- Cut-off t-shirts
- Display of undergarments
- Shoes or sandals that are difficult to walk in. All sandals must have a heel strap for safety.
- Flip Flops are not permitted unless authorized by administration
- Pajama bottoms are not permitted unless authorized by administration
- Costumes are not permitted unless authorized by administration
- Unnatural hair colors
- Body piercing
- Tattoos

For safety reasons, all students are required to wear athletic shoes and shorts or pants for P.E. and outdoor play. They must also remove loose jewelry when involved in vigorous activity.

Teachers monitor dress code at the beginning of the school day. Violation of the dress code will result in the following consequence: the student will be asked not to wear the article of clothing in the future, or the student will be sent to the office and the parents will be called and asked to provide appropriate clothing, or appropriate clothing will be provided by the office before the student is permitted to return to class.

Any final questions of appropriateness of dress or appearance are subject to the discretion of the Head of School and/or teacher.

## **Student Yearbook Pictures**

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.

## **Photography Guidelines**

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. As a community, protecting the welfare of each child and 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.

## **Transcripts/Records Requests**

Student 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 the front 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 Director of Admissions and Head of School.

Occasionally 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.

## **Items Prohibited on Campus**

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 the toy will be safer if left at home or in the car, and that the toy 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.

## **Lost and Found**

The lost and found bins are in the Health Office. If a student has lost a personal item, they can come to the health office to check the bins.

### **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.

## **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.

## **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 30 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 IDEA Lab.

## **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 receive hardcover textbooks and paperback novels in individual classes.
- 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 unless instructed by the teacher.
- If text is lost or damaged in any way, the 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.

### **Animals**

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 therefore 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**

Parents/guardians are asked periodically to complete a survey about all aspects of Summit School's programs. The results of these surveys are reviewed by the Heads of School, and teachers and serve as important feedback for the school's continuous improvement process.

### **Insurance**

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