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2019 - 20

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**Summit Academy**

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## School Handbook

### WELCOME

Welcome to Summit Academy!

Summit Academy has been an accredited member of the North Central Association since 2003. The standard set by this agency ensures that member schools provide policies and procedures that create a climate that is consistent with quality education.

The educational foundation you receive at Summit Academy will, in many ways, determine your future academic path. It is up to you to make the most of the opportunities available.

It is the responsibility and obligation of the student to strive for and to meet the goals, which will lead to his/her success, and maintain an approach that is within the guidelines of Summit Academy policies and procedures.



**30100 Olmstead  
Flat Rock, MI 48134**

**Phone: 734-379-6810**

**Fax: 734-379-6745**

Website: [www.summitacademy.com](http://www.summitacademy.com)

Principal  
Instructional Coach  
Director of Special Education

Mrs. Jessica Kull  
Mrs. Amy Mazzola  
Mrs. Catherine Griffin

**Central Office Administration Building  
30100 Olmstead  
Flat Rock, MI 48134**

**Phone: 734-379-9766**

**Fax: 734-379-9786**

Superintendent

Mrs. Leann Hedke

The policies and procedures outlined in this handbook are intended to help you maximize your learning experiences and maintain a positive learning environment for all students and staff at Summit Academy. The school administration, along with the faculty and staff, has high expectations for your involvement in the school community. The expectations require a high level of commitment and cooperation on your part. We trust that you are willing to accept the responsibilities and obligations of good citizenship that will enable you to enjoy a successful school year.



September	3 25	First Day of School- Half Day Half Day
October	18	No School
November	5 13 13-14 27-29	No School Half Day Conferences Thanksgiving Break
December	23-31	Winter Break
January	1-3 20 24	Winter Break No School Half Day
February	17	No School
March	4 27	Half Day Half Day
April	2 6-10	Conferences Spring Break
May	8 22-25	Half Day No School- Memorial Day
June	12	Last Day of School- Half Day

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## Summit Academy

**Our Mission:** To nurture and inspire our school community and facilitate quality educational opportunities in a safe learning environment, enabling students to reach their maximum potential.

**Our Philosophy:** We are a community committed to individual student success through high expectations through high expectations.



**Responsible**  
**Enthusiastic**  
**Successful**  
**Peaceful**  
**Engaged In Learning**  
**Committed to Quality**  
**Team Player**

### Summit Academy Staff

#### Administration and Support Staff

Mrs. Kull	Principal
Mrs. Mazzola	Instructional Coach
Mrs. Griffin	Special Education Director
Ms. Gindin	School Psychologist
Mr. Griffin	Transportation Director
Mrs. Windhurst	Administrative Assistant

#### Elective Teachers

#### Technology Department

Mr. Keyser

#### Special Services

Ms. Dolan  
Mrs. Berger

#### Elementary Teachers

Mrs. Borowski  
 Mrs. Crunk  
 Mrs. Frascarelli  
 Mrs. Hoffmeyer  
 Mrs. Kerr  
 Mrs. Pirlot  
 Mrs. Whitney

#### Pinnacle Teachers - Academic

Mrs. Anderson  
 Mrs. Hoorn  
 Mrs. Stone



## **POLICIES & PROCEDURES**

### **LENGTH OF SCHOOL DAY**

*Monday-Friday.....7:50am – 3:00pm*

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### **BULLYING POLICY**

BOARD OF DIRECTORS  
SUMMIT ACADEMY

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## **BULLYING**

Reference: The Matt Epling Safe School Law, Public Act 241 of 2011, as amended by Public Act 478 of 2014 (MCL § 380.1310b).

The Board believes that a safe and nurturing educational environment in school is necessary for students to learn and achieve high academic standards. Therefore, it is the policy of the School to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

### **BULLYING AND CYBERBULLYING ARE PROHIBITED**

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board members, parents, guests, contractors, vendors and volunteers, is prohibited. All pupils are



protected under this policy, and bullying and cyberbullying are prohibited without regard to its subject matter or motivating animus.

#### DEFINITION OF BULLYING

“Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with the educational opportunities, benefits, or programs of one (1) or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil’s physical or mental health.

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- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since “bullying” also includes “cyberbullying,” any reference in this policy to “bullying” shall also be deemed to refer to “cyberbullying.”

Bullying and cyberbullying are prohibited at school. “At school” is defined as on school premises, at school- sponsored activities or events, in a school-related vehicle, or using telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or

under the control of the school district. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying and cyberbullying that does not occur “at school,” as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

#### REPORTING AND INVESTIGATING REPORTS OF BULLYING

Every student is encouraged to report any situation that he or she believes to be bullying behavior directed toward a student to a teacher, a counselor, administrator, or other staff member. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the School Leader. Complaints against the School Leader shall be reported to the Board.

Under state law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The School Leader or designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

The School shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The School Leader is the school official responsible for ensuring that this policy is implemented.

### CONFIDENTIALITY

The School will comply with all applicable laws regarding confidentiality of personally identifiable information within education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The School Leader, or the School Leader's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publically disclosed.

### NOTIFICATION

This policy will be annually circulated to parents and students, and shall be posted on the School website.

### REPORTING

As required by state statute, the School shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by state statute, the School's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

Adopted 8/1/11

Revised 5/21/12; 5/28/14; 8/3/15

## **ARRIVAL & DISMISSAL**

All students are to arrange for their transportation before & after school. Students may leave the building early when they are signed out in the front office by an adult that is listed on their emergency card.

## **WEATHER ALERT**

In the event of inclement weather and or hazardous conditions, the regular school schedule may be suspended to ensure student safety. It is the parent's/guardian's responsibility to monitor news reports via television and/or radio stations.

## **FIRE AND DISASTER DRILLS**

Periodic fire and disaster drills are executed to insure student's safety as they learn proper safety guidelines. Adequate practice and explanation for student success is provided in the classroom.

## ATTENDANCE

Summit Academy will enforce regular attendance. Regular class attendance is directly related to success in school. It is imperative that all students learn the importance of self-discipline, dependability, and punctuality. Absences and tardiness tend to disrupt the continuity of the instructional program. The time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students and teachers. Therefore, classroom attendance is considered to be an integral part of the student's educational maturity.

The Summit Academy staff expects every student to attend every class during the school day. If circumstances prevent a student from being in school, then he/she will be charged with an absence.

When a student has accumulated 10 absences parents will be required to attend a meeting to outline a plan to correct this problem. Failure to adhere to an agreed upon plan may result in a referral to the Wayne County Prosecutor.

Long term-illnesses and/or family emergencies that necessitate absences will be reviewed by the Assistant Principal/Principal to determine whether or not class requirements have been fulfilled. Factors taken under consideration will be doctor's report, funeral, or court appearance.

Pre-Arranged absences should be reported to the office in a timely manner. A pre-arranged absence form must be picked up from the office and signed by all their teachers and receive administrator approval a week before the absences begin. Students are required to complete all missing assignments/work during this time. Students will receive one day to make-up for each day. Doctor reports, funerals, and court appearance are the only acceptable reasons in the eyes of the law to be excused from school.

Students who skip class will not be permitted to make-up class work. (Skipping includes being any place other than the classroom without permission)

## TARDY

Students are required to be in class on time. Tardiness to class, if not otherwise defined by the teacher, is not being physically in the room or in their seat when the tones ring.

A tardy is characterized as lateness to class. When a student is late to class because he/she has been held back by a teacher/administrator, the student will be admitted to class without penalty provided he/she presents a note upon entering the room.

## WORK PERMITS

All working students are required by the State of Michigan to have a work permit up to the age of 18 years old. Students may have work permits processed in the front office after employer portion is filled out. Please allow a 48 hour processing period. Work permits may be denied to a student with poor attendance, behavior referrals, or failing grades.

## CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home, cell, or work telephone number, or of a change in emergency information during the academic school year.

## MEDICATION

**Medication (prescription and/or "over the counter") shall be administered by a designated school employee only if it is accompanied by an administration permission form signed by the parent and family physician. All medications have to be in the original container with correct dosage and directions on the label. All medications must be brought to the office by an adult. Medications will be administered only if these guidelines are followed.**

## LUNCH PROGRAM

Hot lunches, breakfast, and snacks are provided by a contracted service. It is the student's responsibility to make sure his/her lunch is pre-ordered. **Late orders will not be taken and charging of lunches is not allowed.** If a lunch is ordered and a student leaves early the day's lunch will not be credited.

## BUS RULES

These rules will be enforced while riding the bus:

- Be at the bus stop 5 minutes before pick up time.
- Walk on and off the bus.
- Talk quietly on the bus.
- Stay in the seat.
- Eating and drinking are prohibited.
- Glass containers or bottles are prohibited.
- Show respect for other students and bus driver.
- Keep hands and head inside the windows.
- Follow the driver's instruction.
- After arrival at school, students may NOT leave the school campus.

## REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report cards for the first and third quarter are available to be picked up by a parent or guardian in the office during conferences. After picking up the student's report card, teachers are in classrooms and will discuss student's progress at your scheduled time.

Report cards for the second and fourth quarters will be sent home with the students.

Mid-quarter progress reports will be available on-line and/or a hard copy will be mailed home if notification is given to the office.

## VISITORS

Visitors are welcome at our school, and we encourage involvement in your student's education. We do, however, ask that you please stop at the office to sign in and receive a visitor's sticker in order to maintain a safe and orderly building.

## INCOMING CALLS

A message will be taken by the office staff for incoming calls for students and staff during class time. Students will be allowed to return those calls during break time. Calls will not be transferred during class time. All parent contact with students during the school day must go through the main office.

## ELECTRONIC DEVICES

Students may possess cell phones and wireless electronic communication devices (WCD) on school grounds during school hours, so long as such devices are silenced and absent of emergency situations which have been designated as policy situations, imminent health threats, or administrative approval. Students are prohibited from using WCDs to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. The school assumes no responsibility for theft, loss, damage, or vandalism to WCD's brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate

precautions. Using a WCD in an unauthorized manner or in violation will result in loss of this privilege, additional disciplinary action, or confiscation, of the WCD. If a device is confiscated it will be in a secure location. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances where there is a reasonable suspicion that would require the search to uncover evidence.

### **FOOD & BEVERAGE CONSUMPTION**

1. Consumption of food and beverages shall be restricted to authorized areas.
2. **For the safety of the entire school population –NO GLASS containers** are allowed on school property.
3. Open containers are prohibited in common areas that include but are not limited to hallways, bathrooms, and gymnasium.
4. Gum, energy drinks and pop are not permitted within the school building at any time.
5. Students may not bring food or order in food for other students without administrator approval.

### **BOOK BAG**

An important safety reminder: Book bags will be left in school lockers. Students who are part of the laptop program are required to carry them in the provided laptop bag.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled twice a year. If a parent should find it necessary to have further communication with a teacher or administrator, he/she should call the school office and make an appointment.

### **HOMEWORK REQUEST**

A request for homework for a student who is absent should be reported to the office. Homework request can be picked from the office 24hr after the request is received. This will allow time for teachers to organize homework materials. Homework may be picked up in the main office by 4:00p.m. Homework may be sent home with another student at the parent's request.

### **EYE PROTECTIVE DEVICES**

Sufficient eye protective devices are available to accommodate all classes or persons requiring them. All students are required to wear eye protection during lab experiments, certain athletic competitions during gym class, when operating tools or at any other time designated by the classroom teacher.

### **LOCKERS**

All lockers must be closed and locked with a school issued lock. All locker problems should be reported promptly to your teacher. Lockers should be kept neat, and all articles must be removed prior to the last day of school. Students may not change or share locker assignments without pre-authorizations from the office. Writing of any kind, use of tape, glue, or any other adhesive is not allowed inside or outside of the locker.

### **DISPLAYING POSTERS & PROMOTIONAL MATERIALS, ETC.**

All promotional materials, reminders, and other posters will be approved by the advisor of the organization and an administrator prior to their display. Approval shall be indicated by initials in the lower right-hand corner of the display. The organizations shall be responsible for upkeep, removal, and disposal of materials posted.

## FUNDRAISING

Only Summit Academy clubs and organizations approved and regulated by the Administration may engage in fund raising activities. The purpose, nature, and date(s) of the fund raising activity must be approved before the activity can begin. Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with the businesses shall require approval of the building Principal.

## PLANNER USAGE

Summit Academy provides each student with a planner for daily use (Grades 2-8). It is required that students have their planner every day and carry their planner to every class. Complete planners are an integral part of a students' academic success. Teachers will be instructing students to fill out their planner in every class. Parents are encouraged to sign the students' planner on a daily basis. A planner or pass is required in order for the student leave a class (restroom, locker use, etc.)

## DISTRICT ASSESSMENT

Students will take a graded pre-assessment at the beginning of each unit. The students will also take graded quizzes throughout the unit to monitor progress. Before each District Assessment, students will receive a study guide that should be used to help prepare for the District Assessment.

The District Assessment is worth 50% of the class grade for each social studies and science, and 35% of the class grade for ELA & Math.

## DRESS CODE

Summit Academy, in carrying out with its responsibility for creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity at hand. In general, it shall be the responsibility of the individual student, his/her parents, and academy staff to follow the guidelines for appropriate dress within reasonable standards or social acceptance. **It is expected that all students will come to school dressed modestly and with clothes that are clean and in good repair. It is also expected that all students will maintain the dress code throughout the entire school day without exception.** NO hoodies or coats worn during the school day at any time. Plan ahead for changing temperatures with dress code appropriate solid colored sweaters, blazers, or fleece. Factors of modesty, health, safety, and the orderly functioning of the school are the determiners of appropriate dress.

**Dress code for field trips:** Students will dress for field trips in a manner that is appropriate for the field trip activities. Students who do not dress appropriately may not be permitted to attend.

Head	Nothing should cover the head. No bandanas. If required for religious purposes, please see Administrator.
Earrings	Studs only in any location. No dangling.
Shirts	All shirts must be solid color, have a collar, and modest based on administrative discretion. This includes shirts under blazers, sweaters, and other collared shirts. Students may wear Summit Academy shirts and jackets at all times. No hoodies or coats are allowed

Pants	<p>K-8 may wear blue jeans.</p> <p>K-8 must be solid colored, well fitted, worn at the waist.</p> <p>6-8 No sagging pants, no yoga pants, no sweat pants, no athletic pants, no leggings/jeggings.</p> <p>No extra zippers, straps, or chains.</p>
Skirts/ Shorts/Skort	<p>K-8 may wear denim.</p> <p>K-8 must be solid colored, well fitted, worn at the waist. No shorter than 3 inches above the knee. Solid colored nylons, tights, or leggings may be worn under all skirts.</p> <p>No extra, zippers, straps, or chains.</p> <p>6-8 solid color leggings or tights only allowed under skirt or dress.</p>
Shoes	Closed toe and heel.
PE	<p>Summit wear.</p> <p>Solid colored knit running pants/sweats/shorts.</p> <p>Solid colored t-shirt or sweatshirts.</p> <p>No hoodies.</p>
Logos	Designer logos, no larger than 3 x 3 inches.
Bags	<p>No book bags, back packs, string bags allowed in class</p> <p>Purses can be no larger than 8 x 11 inches</p>

**Ultimately, each Building Administrator makes the final decision on appropriate attire. If not listed, then it is not allowed.**

## FIELD TRIPS

Student field trips are an integral part of the educational process. All students are encouraged to participate. Students attending field trips have responsibilities:

- Students are responsible for completing and submitting any missed assignments while attending a field trip: missed assignments are due upon return to the classroom. A student is not exempt from being accountable for what is covered in classes while attending a field trip. Students should expect to make-up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch.
- Students will abide by the student code of conduct, as well as any additional requirements concerning the trip.

Trips covered by this policy shall include in and out-of-state, overnight trips as well as trips to foreign countries.

**NOTE: Students who are failing a class may not be permitted to attend the field trip. Attendance and disciplinary record will also be considered.**

## ASSEMBLIES

During the year there will be opportunities to participate in assembly programs. Behavior at school assemblies will be courteous and responsible. Attendance at the assemblies is required unless otherwise specified. Misbehavior at an assembly or skipping a required assembly will result in disciplinary action.

## TEXTBOOKS

Summit Academy furnishes all necessary classroom textbooks. Every student is responsible for the care of all textbooks assigned to them and is expected to return each book at the end of their participation in the course, or pay for any book lost, destroyed, stolen or mutilated.



## FINES

Students are responsible for all materials issued to them during the course of the year. If these materials are lost or damaged, it is also the student's responsibility to make restitution as soon as possible.

## STUDENT RECORD-ACCESS & PRIVACY

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data directly relating to the student.

Records, files, and data directly relating to an individual student shall be made available only with consent and notification of the student, parent, or guardian of the student under 18 years of age.

## THE RIGHT TO ESTABLISH RULES

The board of a school district—"May exercise a power incidental or appropriate to the performance of any function related to the operation of the school district...including, but not limited to: providing for the safety and welfare of pupils while at school, on a school sponsored activity, or while en-route to or from school or a school sponsored activity."

## MICHIGAN CODE LAW---SECTION 1312 (8)

*"A school district shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises."*

## SEARCH & SEIZURE PROCEDURE

To maintain order and discipline in school, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and will remain, at all times, under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. School authorities based on reasonable suspicion, may conduct periodic general inspections of lockers, desks, computer discs, and student computer files.

**Student failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.** A student's person and/or personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## PARKING LOT

When arriving early to pick up your child, do not park in the designated dismissal lanes if you plan to exit your car. Choose a designated parking spot to wait for your child; please do not double-park while waiting for them. All cars must be in a designated parking space.

BOARD OF DIRECTORS  
SUMMIT ACADEMY

STUDENTS  
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## **EMERGENCY REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS**

Reference: MCL 380.1309; MCL 380.1312(8)&(9); MCL 37.1402; 20 USC §§ 5812, 5964, 5965, 7114, 7115, 7151; 42 USC § 290hh; State Board of Education, Resolution to Address School Discipline Issues Impacting Student Outcomes, Adopted June 12, 2012 [Note: MCL 380.1311a was held to be unconstitutionally overbroad in *Smith ex rel. Smith v Mount Pleasant Public Academy*, 285 F Supp 2d 987 (ED Mich, 2003).]

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to School rules as well as general provisions of law. Respect for the rights of others, consideration of their privileges, and cooperative citizenship also shall be expected of all members of the School community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the School.

This Policy shall be included in the code of student conduct, which shall be reviewed periodically. This Policy shall comply with all applicable law. Any conflict between this Policy and applicable law shall be resolved in favor of applicable law.

The Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly School environment which is, in part, reflected in the behavior of students.

The Board requires each student of this School to adhere to the Code of Conduct established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior;
- Respect the person and property of others;
- Preserve the degree of order necessary to the educational program in which they are engaged;
- Respect the rights of others;
- Obey authority and respond to those who hold authority.

The School administration shall establish guidelines and procedures, as required by law, for student conduct that implement and carry out Board policy, and shall hold all School personnel, students, and parents responsible for the conduct of students at the School, in School vehicles,

and at School-related events. School administration shall designate sanctions, excluding corporal punishment, for the infraction of rules which shall:

- Relate in kind and degree to the infraction;
- Help the student learn to take responsibility for his/her actions;
- Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

BOARD OF DIRECTORS  
SUMMIT ACADEMY

STUDENTS  
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#### I. IN-SCHOOL DISCIPLINE

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the designated school leader for offenses found in the Student Code of Conduct.

The designated administrator is to establish guidelines for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See BP 5630.01)

#### II. REMOVAL FROM THE CLASSROOM

A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

The School Board recognizes exclusion from the educational programs of the School, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process, since exclusion deprives a child of the right to an education. The School Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) of a student from a regular School program. The administration may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the School. Students who are expelled may petition for reinstatement as provided below.

The administration may suspend a student for a period longer than ten (10) days or expel a student. The Board shall act on any appeal to the decision.

No student, otherwise eligible for attendance, shall be excluded from a School program, unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the administration. A student so removed may not be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will receive a due process hearing for each suspension beyond ten (10) days, consistent with required due process for long-term suspensions. The Board designates the administration as its representative at any hearings regarding the appeal of a suspension.

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The School Board or their designee may either suspend a student for a period longer than ten (10) days or expel him/her.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed.

### III. DUE PROCESS

#### A. Introduction to Due Process

The following procedures only govern the suspension or expulsion of a student from the school district's regular educational program. The suspension or expulsion of a student from an extracurricular activity is not covered by this due process procedure, and accordingly such a decision of suspension or expulsion is solely within the discretion of the administration. In addition, discipline in the nature of an in-school suspension or exclusion of a student from class, or in the nature of a written reprimand, detention, and/or work assignment before or after school, additional classroom assignments, etc., is also solely within the discretion of the administration and is not covered by these procedures of due process.

If a student charged with a violation of the Code of Conduct has been returned to the regular school program pending a decision by either the administration, hearing officer, or Board of Education, then such action of reinstatement shall not limit or prejudice the school district's right to suspend or expel the student following a decision by the administration, hearing officer or Board of Education.

#### B. Suspension of Ten (10) School Days or Less

1. Step One: The initial judgment that certain conduct violates school rules of conduct shall be made by the administration. Prior to any suspension of the student, the

administration shall investigate the incident, shall inform the student of the charges against him/her, shall provide to the student an explanation of the evidence the administration possesses, and shall provide the student with an opportunity to explain his/her version of the facts. If the student requests that other witnesses be questioned, the administration should talk to those witnesses if possible.

If the student makes a reasonable claim or other defense that, if true, would free him/her from blame, but the evidence is not immediately available, the administration may postpone disciplinary action for a reasonable time if the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process. If, upon conclusion of the investigation and meeting with the student, the administration determines that the student has violated the rules of conduct, he/she may impose the disciplinary action of a suspension not to exceed ten (10) school days.

A disciplinary suspension of five (5) school days or less shall be at the sole discretion of the administration and shall not be subject to an appeal by the student, parents or guardian.

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However, if the administration imposes a suspension in excess of five (5) school days but less than eleven (11) school days, the student and/or his/her parents or guardians may appeal the administration's decision to the school leader or his/her designee.

2. Step Two: If an appeal is going to be made to the school leader or his/her designee, it must be requested within two school days following notification to the student and student's parents or guardian of the administration's disciplinary action. If a timely requested appeal is not made, the administration's disciplinary action shall not be subject to further review.

If a timely requested appeal is made by the student and/or his/her parents or guardian, and the school leader or his/her designee determines that the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process, the student shall be returned to school after three (3) school days pending a conference with the school leader or his/her designee. The appeal before the school leader or his/her designee shall be conducted on an informal basis and the student and/or his/her parents or guardian shall be told of the evidence against the student and be given an opportunity to explain their version of the facts.

The school leader or his/her designee, following the informal conference, shall inform the student and/or his/her parents or guardian of the decision, and the school leader's decision shall be final and not subject to further review.

#### C. Suspension for Eleven (11) or More School Days and Expulsion

1. Step One: If, after his/her investigation, the administration decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parents or guardian shall be notified of:

- a. the charges against the student;
- b. the recommended disciplinary action;
- c. the fact that a hearing will be held before an impartial school

- employee;
- d. the time, place, location, and procedures to be followed at the hearing;
- e. the right to appeal any adverse decision of the hearing officer if the suspension is for more than 10 days.

If the administration decides that the student's presence in school would present a danger to the student himself, to other students, school personnel, or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student shall be returned to school pending the decision of the hearing officer. If the student is suspended pending a decision of the hearing officer, the administration shall appoint the hearing officer and provide for a hearing to take place within seven (7) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the administration shall appoint the hearing officer and cause the hearing to be held within fifteen (15) school days following the completion of the administration's initial investigation.

2. Step Two: Unless the student and/or his/her parents or guardian notify the school district that they waive their right to a hearing before a hearing officer, a hearing before a hearing officer will be conducted within the time limits set forth above and will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure. This proceeding will be recorded.

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3. Step Three: The hearing officer's decision shall be given orally, if possible, to the student and parents or guardian within two (2) days after the close of the hearing, and a written decision shall be mailed within four (4) days after the close of the hearing. If the hearing officer's decision imposes a suspension of ten (10) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of ten (10) school days or recommends expulsion, the student and/or his/her parents or guardian may appeal the hearing officer's decision to the Board of Education. The hearing officer may amend the administration's charges upon motion of the administration or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the administration. The hearing officer should not merely substitute his/her judgment for that of the administration's judgment.

4. Step Four: If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parents or guardian must request the hearing, in writing, within five (5) calendar days following receipt of the hearing officer's written decision. Upon receipt of a timely appeal by the student and/or his/her parents or guardians, the administration shall notify the student and parents or guardians of the time, place, location and procedures to be followed at the Board hearing and shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon the timely request for hearing before the Board of Education, the Board shall review the decision and record made before the hearing officer and shall provide for a hearing to take place

for the purpose of allowing the student, parents or guardian to present oral argument regarding (a) a manner in which the student's due process rights were violated, and/or (b) to present any additional evidence which could not have been presented at the hearing before the hearing officer and, if presented, may have changed the hearing officer's decision. The Board may only affirm a hearing officer's decision or remand a hearing officer's decision back to the hearing officer. The Board may not reverse a hearing officer's decision or otherwise change the hearing officer's decision. Furthermore, the only grounds upon which the Board may remand a hearing officer's decision back to the hearing officer are if either (a) the student's due process rights were violated and/or (b) additional evidence was provided which could not have been presented at the hearing before the hearing officer which may change the outcome of the hearing officer's decision.

The Board, not later than at its next regular public meeting following the hearing, shall issue a decision and shall, within seven (7) days following that public meeting, mail to the student, parents or guardians a written decision. If the hearing officer's decision imposes suspension of more than ten (10) school days, or recommends expulsion, and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, then the decision of the hearing officer shall be final and not subject to further appeal.

The administration shall develop guidelines to implement this policy that shall include the following:

- Strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the School's core curriculum;
- Standards of behavior for all students in accordance with School Board policy on student discipline;

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- Procedures that ensure due process; and
- Provision for make-up work at home, when appropriate.

#### IV. SPECIAL PROCEDURES RELATED TO MANDATORY PERMANENT EXPULSION UNDER MICHIGAN LAW

The Board will not tolerate behavior that creates an unsafe environment, a threat to safety, or undue disruption of the educational environment.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under federal law.

##### Physical Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at the Academy against a staff member, a volunteer, or a contractor.

The Board shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at the Academy against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board shall suspend or expel a student in grade six or above and may discipline, suspend or expel at student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a Academy employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

#### Weapons, Arson, Criminal Sexual Conduct

In compliance with state and federal law, the Board shall expel any student (unless as noted below) who possesses a dangerous weapon in the Academy's weapon-free school zone **in** violation of State law or commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other Academy transportation.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

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The Board may, but is not required, to expel a student for possession of a dangerous weapon if the student can establish the following in a clear and convincing manner to the satisfaction of the School Board:

- The object or instrument was not possessed for use as a weapon, or for direct or indirect) delivery to another person for use as a weapon;
- The weapon was not knowingly possessed;
- The student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- The weapon was possessed at the suggestion, request, direction of, or with the express permission of the designated school leader or the police.



The above exceptions will not apply to student misconduct involving sexual conduct or arson.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the School Leader shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral.

Furthermore, if a student who is expelled is below the age of sixteen (16), the designated school leader shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court.

In compliance with federal law, The designated school leader shall also refer any student (regardless of age) expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the School. In addition, The designated school leader shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the School's weapon-free school zone, together with the name of the School, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.

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- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the designated school leader.

- E. Within ten (10) school days, the designated school leader shall submit the request, together with any other information he/she deems pertinent, to a School Board appointed committee consisting of two (2) Board members, a school administrator, a teacher, and a School-parent representative.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the School Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following:
  - 1. The extent to which reinstatement would create a risk of harm to students or School staff;
  - 2. The extent to which reinstatement would create a risk of School or individual liability for the School Board or School staff;
  - 3. The age and maturity of the student;
  - 4. The student's school record before the expulsion incident;
  - 5. The student's attitude concerning the expulsion incident;
  - 6. The student's behavior since the expulsion and the prospects for remediation;
  - 7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
    - A. abide by a behavior contract involving the student, his/her parents, and an outside agency;
    - B. participate in an anger management program or other counseling activities;
    - C. cooperate in processing and discussing periodic progress reviews;

- D. meet other conditions deemed appropriate by the committee;
  - E. accept the consequences for not fulfilling the agreed upon conditions.
8. The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement. The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The School Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this School, in making its decision, the School Board shall follow the same procedure it has established in paragraphs A-F, above, for the reinstatement of a student.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition or upon any standards and with any procedures it determines appropriate under the circumstances.

The School Leader shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

#### V. CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the School Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or School through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. restrain or remove a student who refuses to comply with a request to behave or report to the office;
- B. quell a disturbance threatening physical injury to self or others;
- C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- D. the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and

possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the School contracts for services.

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The designated school leader shall provide guidelines, including a list of alternatives to corporal punishment.

#### VI. REMOVAL, SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

The School shall abide by federal and state laws in matters relating to discipline, suspension, and expulsion of students with disabilities.

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### **STUDENT BEHAVIOR CODE**

Public education must play a vital role in the development of our democratic social environment, fostering recognition of the essential dignity of people, and their capacity to achieve self-realization. This Code of Behavior provides guidelines to achieve the kind of environment in which individuals can acquire the skills and the maturity, which will allow each to maximize his/her potential abilities. A delicate balance between the rights of individuals and the well being of the whole community must be maintained if the school community is going to provide meaningful, pleasant educational experiences for students and staff. This requires recognition of the rights of others and the desire on the part of everyone to develop a spirit of respect and cooperation in a common cause; that being the best educational opportunity possible for all concerned.

Certain types of anti-social behavior listed, obviously cannot be tolerated if the goals stated previously are to be achieved. Individuals who continuously display behavior, which constitutes a threat to the health or safety of others, will be removed from the ordinary school environment and aided in seeking whatever counseling or behavior modifying treatment is available.

A list of actions or behavioral patterns considered detrimental to atmosphere, conducive to quality education, is also listed. Penalties suggested for offensive behavior is based on the concept that the penalties must be related to the offense and the action taken should be aimed at modifying behavior rather than being merely punitive. Due process procedures will be followed in situations involving disciplinary measures.

#### **SUSPENSIONS**

Any student that has violated the code of conduct and the violation has resulted in an out of school suspension will be banned from district property, transportation and school associated activities for the duration of the suspension. This includes transportation home on the day of the suspension. If a student is suspended out of school, for 10 days or less, he/she will have the opportunity to make-up the work for the class activities missed, but not classroom participation/activities missed. The student is responsible for obtaining classwork on the day of his/her return to school.



# Summit Academy

## Code of Conduct 2018-19

	<b>Violation</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
1	Possession of a dangerous weapon in a weapon-free zone; Commission of rape	As defined by State and Federal law	Expulsion	Expulsion & referral to Civil Authorities
2	Striking a teacher, school employee, or person permitted to be present	The act of physically striking a teacher, school employee, or a person lawfully authorized by the building administration to be present	K-2nd - 1 day suspension 3rd-5th - 5 day suspension 6-12th - 10 day suspension	Expulsion & referral to Civil Authorities
3	Truancy	Willful absence from school	Parent/guardian conference	Expulsion & referral to Juvenile Authorities
4	Smoking/Possession	Smoking or using e-smoking devices, use tobacco, or alternative cigarette options, or possessing any substances containing tobacco or nicotine in any area under the control of a school district including any activities or events supervised by the school district.	K-3 1 Day Suspension  4th - 12th 5 Day Suspension	Expulsion & referral to Civil Authorities
5	Possession/use of fireworks, explosives, matches, lighters or any other flammable material or irritants	The act of possessing, using, or threatening to use the preceding items or other such items capable of causing bodily harm or physical discomfort	1 day suspension	Expulsion & referral to Civil Authorities
6	False fire alarm	The act of initiating a fire alarm or reporting of a fire or other emergency without just cause	K-5 <sup>th</sup> Administrative Conference  6 <sup>th</sup> -12 <sup>th</sup> 5 day suspension	Expulsion & referral to Civil Authorities
7	Arson	The willful burning of or attempt to burn any property of Summit Academy North and/or its employees, student's or visitors	Referral for expulsion	Expulsion & referral to Civil Authorities
8	Possession, use, or intent to use illegal, tools not meant as weapons or dangerous weapons not included in #1.	The act of possessing and/or pretending to possess, using, or threatening to use any weapon or instrument capable of inflicting bodily harm, as stated in State and/or Federal statute, but not limited to it	1 day suspension	Expulsion & referral to Civil Authorities
9	Use, possession, sale, or under the influence of alcohol	The act of possessing, pretending to possess, consuming, selling, or being under the influence of	3 day suspension	Expulsion & referral to Civil Authorities

		alcohol		
10	Use, possession, sale, or under the influence of illegal drugs or misuse of prescription or non-prescription drugs, or paraphernalia	The possession or pretending to possess, use, sale or being and/or pretending to be under the influence of stimulating, depressing, or behavior-altering substances (without a prescription) or the possession of regulated substances related paraphernalia	3 day suspension Referral to authorities	Expulsion & referral to Civil Authorities
11	Vandalism	The act of willfully abusing, destroying, damaging, or tampering with property of the school and/or its employees, students, or visitors	1 day suspension	Expulsion & referral to Civil Authorities
12	Extortion	The act of verbally or by gesture threatening the well-being, health, or safety of any person for money, services, or items of value	K-5 <sup>th</sup> 1 day suspension 6 <sup>th</sup> -12 <sup>th</sup> 3 day suspension	Expulsion & referral to Civil Authorities
13	Intimidation	The act of verbally or by gesture, drawing or writing threatening the well-being or health of another individual; defaming another individual	Administrative Conference	Refer to Civil Authorities
14	Stealing or possession of stolen property	The act of taking or acquiring the property of others without their consent	Administrative Conference	Expulsion & referral to Civil Authorities
15	School threat	The verbal or written act of threatening the safety of the school.	10 day suspension Referral to Civil Authorities	Expulsion & referral to Civil Authorities
16	Conduct detrimental to the normal and safe operation of school business	Any willful act which results in the disruption of the normal and safe operation of school business including during transportation to and from school sponsored activities and from school	Teacher Conference	Expulsion & referral to Civil Authorities
17	Cellular phones	Students may possess cell phones and/or other electronic devices, such as PDA's and MP3 players on school grounds during school hours, so long as such devices are approved for use by the classroom teacher, or in an emergency situation which has been designated as a police situation, imminent health threat or with administrative approval.	Administrative Conference	Expulsion & referral to Civil Authorities
18	Insubordination	Disrespect, harassment, or the willful failure to comply with reasonable requests of authorized school personnel	Administrative Conference	5 day suspension
19	Gross insubordination	Gross disrespect, gross harassment, or the willful failure to comply with reasonable requests of authorized school personnel	K-5 <sup>th</sup> 3 day suspension 6 <sup>th</sup> -12 <sup>th</sup> 5 day suspension	Expulsion & referral to Civil Authorities

20	Profanity or obscenity	The act of using profane or obscene communication (i.e. written, oral, pictures, etc.)	Administrative Conference	10 day suspension
21	Disruption of the education process	Any willful act or refusal to act that directly or indirectly results in the disruption of the normal educational process	Administrative Conference	Expulsion & referral to Civil Authorities
22	Indecent behavior	Any willful act or refusal to act using modesty and/or discretion that directly or indirectly results in the disruption of the normal educational process	1 day suspension	Expulsion & referral to Civil Authorities
23	Racial, ethnic slurs	To insult, call derogatory names, or verbally abuse a person because of race or ethnicity	K-3 <sup>rd</sup> Parent/guardian Conference 4 <sup>th</sup> -12 <sup>th</sup> 1 day suspension	Expulsion & referral to Civil Authorities
24	Fighting/assault	An act involving hostile bodily contact and the intent to cause physical harm either individually or in a group.	K-5 <sup>th</sup> 1 day suspension 6 <sup>th</sup> -8 <sup>th</sup> 5 day Suspension 9 <sup>th</sup> -12 <sup>th</sup> 10 day suspension	Expulsion & referral to Civil Authorities
25	Disruptive physical behaviors, intentional or non-intentional	An act involving bodily contact	Teacher Conference	3 day suspension
26	Gambling	The act of betting money or other consideration on the outcome of a game, contest, or other event	Administrative Conference	Expulsion & referral to Civil Authorities
27	Persistent violation of school rules/code of conduct	The repeated violation of one or more school rules/code of conduct violations/school policies	3 day suspension	Expulsion & referral to Civil Authorities
28	Dress code violation	Improper attire according to the dress code	Teacher Conference Immediate compliance	1 day suspension
29	Sexual harassment	Any unwelcome sexual advance, request for sexual favors, or other physical or gender-based, intimidating activities	K-3 <sup>rd</sup> Conference 4 <sup>th</sup> -12 <sup>th</sup> 1 day suspension	Expulsion & referral to Civil Authorities
30	Inappropriate behavior	Any behavior not described in violations 1-30 or any school policy, which the administrator determines to be inappropriate	Administrative Conference	Expulsion & referral to Civil Authorities

31	Instigating. Promoting, or video taping any action that violates the code of conduct	Using social media, video and/or images and/or prompting, encouraging, or challenging students to violate code of conduct.	Administrative Conference	Expulsion & referral to Civil Authorities
32	Academic Dishonesty	Cheating, plagiarism, tampering with grades, and/or freely and knowingly allowing other students to copy or cheat. Being in possession of unauthorized curriculum materials.	Teacher Conference	Expulsion & referral to Civil Authorities
33	Skipping Class/Lunch	Not being in your regular scheduled class/lunch at the scheduled time without appropriate permission and documentation.	Teacher Conference	Expulsion & referral to Civil Authorities
34	Bullying/Harassment	Repeatedly using an imbalance of power to threaten, spread rumors, attack physically/verbally/emotionally, or excluding someone from a group with intent.	Administrative Conference	Expulsion & referral to Civil Authorities
35	Failure to report, cooperate, or assist in a school investigation.	Knowingly withholding information that is detrimental to the safety of the student body or directly or indirectly results in the disruption of the normal educational process.	Administrative Conference	Expulsion & referral to Civil Authorities
36	False Identification	Using another person's identification or give false identification for any person.	Administrative Conference	Expulsion & referral to civil authorities.
37	Leaving school without permission	Leaving the school building, classroom, café, assigned area, or campus, without permission from authorized personnel.	Administrative conference	Expulsion & referral to civil authority.
38	Loitering	Remaining or lingering on school property without a legitimate purpose and/or without proper authority.	Administrative Conference	Expulsion & referral to civil authority.
39	Possession of inappropriate personal property	Possessing personal property that is prohibited by school rules or that is disruptive of student learning, including to but not limited to pornographic, or obscene material, laser lights, or personal entertainment devices.	Administrative conference	Expulsion & referral to civil authority.

Disciplinary consequences are progressive and based on student's discipline history.



## **VIRTUES: The Gifts of Character**

<b>Assertiveness</b>	<b>Diligence</b>	<b>Integrity</b>	<b>Reliability</b>
<b>Caring</b>	<b>Enthusiasm</b>	<b>Joyfulness</b>	<b>Respect</b>
<b>Cleanliness</b>	<b>Excellence</b>	<b>Justice</b>	<b>Responsibility</b>
<b>Commitment</b>	<b>Flexibility</b>	<b>Kindness</b>	<b>Self-Discipline</b>
<b>Compassion</b>	<b>Forgiveness</b>	<b>Love</b>	<b>Service</b>
<b>Confidence</b>	<b>Friendliness</b>	<b>Loyalty</b>	<b>Tact</b>
<b>Consideration</b>	<b>Generosity</b>	<b>Moderation</b>	<b>Thankfulness</b>
<b>Cooperation</b>	<b>Gentleness</b>	<b>Modesty</b>	<b>Tolerance</b>
<b>Courage</b>	<b>Helpfulness</b>	<b>Orderliness</b>	<b>Trust</b>
<b>Courtesy</b>	<b>Honesty</b>	<b>Patience</b>	<b>Trustworthiness</b>
<b>Creativity</b>	<b>Honor</b>	<b>Peacefulness</b>	<b>Truthfulness</b>
<b>Detachment</b>	<b>Humility</b>	<b>Perseverance</b>	<b>Understanding</b>
<b>Determination</b>	<b>Idealism</b>	<b>Purposefulness</b>	<b>Unity</b>

The Virtues Project is to help develop a school culture of character where respect, patience, self-discipline, tolerance and joy for learning are among the virtues our student's master. These virtues are the very meaning and purpose of our lives. People of all faiths and cultures universally value them. Summit Academy seeks ways to renew and deepen our student's connection with the values that give them direction in their lives. Our staff provides empowering strategies to our students that inspire the practice of virtues in their everyday lives.

## **INTERNET SAFETY & ACCEPTABLE USE POLICY**

Parents and Students: This agreement outlines the rules for responsible use of the district provided technology at Summit Academy. Please read this with your child. In order for your child to access district provided technology, we require that this agreement be read and that parents and students sign the acknowledgement page.

District provided technology includes but is not limited to the use of Internet, local area network, wide area network, digital still cameras, scanners, video cameras, projectors, electronic whiteboards, disc duplication equipment, printers, plotters, hard drives, computers, laptops, projector screens, monitors, mice, keyboards, cables, speakers, sound systems, headphones, sound or video editing equipment, microphones, TVs, VCRs, DVD players, portable stereos, telephones, fax machines, copy machines, overhead projectors and software.

Summit Academy will take measures to protect students from accessing inappropriate communications. Summit Academy will provide each student with training in the proper use of district provided technology. Additionally, Summit Academy will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The use of district provided technology is a privilege, which may be withheld if the student is irresponsible, or acts inappropriately.

As a student I agree to the following:

1. The use of all district provided technology will be used to support research and education.

2. Students are responsible for proper behavior while using district provided technology. The same general school rules for behavior and communication apply.
3. The school has the right to, and does, monitor all activity, E-Mail correspondences, and material transmitted or received by students on district provided technology.
4. Students are not permitted to transmit or publish any defamatory, abusive, profane, threatening, or illegal material.
5. Students must respect all copyrights.
6. It is prohibited to use someone else's Logon ID or to access another person's files.
7. Students will protect the privacy of their username and password.
8. Students will immediately notify a staff member if they have accessed something questionable or have found equipment in disrepair.
9. Students will not participate in any action that may be considered damaging to the integrity of district provided technology as determined by the Technology Department.
10. Students will not install software on school computers.
11. Violation of this agreement may result in disciplinary action including loss of privileges, financial restitution for damage, or other disciplinary action as determined by the school. Users are subject to all applicable local, state, and federal laws.

The school has the right to remove any material from school computers that the staff deems as inappropriate or not in keeping with our educational mission. The Summit Academy staff and Board of Directors are solely responsible for deciding what constitutes appropriate use and what defines acceptable content. Due to the unregulated and ever changing nature of the Internet, we assume no liability for any damages a user may incur as a result of Internet access.

## **ANTI-BULLYING**

The Summit Academy board of education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- ☐ is directed at one or more pupils;
- ☐ substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- ☐ adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and

objectively offensive as to have this effect; and is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all of the following criteria:

- ☐ is directed at one or more pupils;
- ☐ substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- ☐ adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and, is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Summit Academy board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Summit Academy board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Summit Academy board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Summit Academy board of education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

#### ***Factors for Determining Consequences***

- ☐ Age, development, and maturity levels of the parties involved
- ☐ Degree of harm
- ☐ Surrounding circumstances
- ☐ Nature and severity of the behavior(s)
- ☐ Incidences of past or continuing pattern(s) of behavior
- ☐ Relationship between the parties involved
- ☐ Context in which the alleged incident(s) occurred

#### ***Factors for Determining Remedial Measures***

##### ***Personal***

- ☐ Life skill competencies
- ☐ Social relationships
- ☐ Strengths

- ☐ Talents
- ☐ Traits
- ☐ Interests
- ☐ Hobbies
- ☐ Extra-curricular activities
- ☐ Classroom participation
- ☐ Academic performance

### ***Environmental***

- ☐ School culture
- ☐ School climate
- ☐ Student-staff relationships and staff behavior toward the student
- ☐ General staff management of classrooms or educational environments
- ☐ Staff ability to prevent and de-escalate difficult or inflammatory situations
- ☐ Social-emotional and behavioral supports
- ☐ Social relationships
- ☐ Community activities
- ☐ Neighborhood culture
- ☐ Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### ***Examples of Consequences***

- ☐ Admonishment
- ☐ Temporary removal from the classroom
- ☐ Loss of privileges
- ☐ Classroom or administrative detention
- ☐ Referral to disciplinarian
- ☐ In-school suspension during the school week or the weekend, for students
- ☐ Out-of-school suspension
- ☐ Legal action
- ☐ Expulsion or termination

### ***Examples of Remedial Measures***

#### ***Personal***

- ☐ Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- ☐ Restitution and restoration
- ☐ Transformative conferencing/restorative justice
- ☐ Peer support group

- ☐ Corrective instruction or other relevant learning or service experience
- ☐ Supportive discipline to increase accountability for the bullying offense
- ☐ Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- ☐ Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- ☐ Behavioral management plan, with benchmarks that are closely monitored
- ☐ Involvement of school disciplinarian
- ☐ Student counseling
- ☐ Parent conferences
- ☐ Student treatment
- ☐ Student therapy

***Environmental (Classroom, School Building, or School District)***

- ☐ Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- ☐ School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- ☐ School culture change
- ☐ School climate improvement
- ☐ Adoption of research-based, systemic bullying prevention programs
- ☐ Modifications of schedules
- ☐ Adjustments in hallway traffic
- ☐ Modifications in student routes or patterns traveling to and from school
- ☐ Targeted use of monitors (e.g., hallway, cafeteria, bus)
- ☐ General professional development programs for certificated and non-certificated staff
- ☐ Professional development plans for involved staff
- ☐ Disciplinary action for school staff who contributed to the problem
- ☐ Parent conferences
- ☐ Referral to Family counseling
- ☐ Involvement of parent-teacher organizations
- ☐ Involvement of community-based organizations
- ☐ Development of a general bullying response plan
- ☐ Peer support groups
- ☐ Law enforcement involvement (e.g., school resource officer, juvenile officer)

The Summit Academy board of education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Summit Academy board of education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The Summit Academy board of education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a

person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Summit Academy board of education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The Summit Academy board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

## GRADING

Summit Academy operates on a 4-point scale. Students receive grades every 10 weeks. A 5-week interim report is given halfway through each marking period. Grades will be based on production of documents, completion of projects, and quizzes/tests. Each assignment will be assigned a point value, points will be deducted for assignments not completed or lacking elements. Report card grades will be based on the percentages discussed below:

A	100-94
A-	93-90
B+	89-86
B	85-83
B-	82-80
C+	79-76
C	75-73
C-	72-70
D+	69-66
D	65-63
D-	62-60
F	59-0

## EXTRACURRICULAR ACTIVITIES

**\*\*ALL STUDENTS ARE EXPECTED TO BE PICKED UP IMMEDIATELY FOLLOWING ANY SCHOOL SANCTIONED EVENT. FAILURE TO COMPLY COULD RESULT IN EXCLUSION FROM FUTURE AFTER SCHOOL EVENTS.**

**Participation in an extracurricular activity is a privilege.** Students who fail to follow the school policies, school rules, or guidelines of a graduation ceremony or extracurricular activities may be excluded from the activity. Students that are behind in credit will not be permitted to participate in school sponsored extracurricular activities.

Non-Core curricular and extra-curricular activities, opportunities and programs are privileges and not rights. The administration reserves the right, in its sole discretion, to deny or revoke a student's eligibility to participate or continue participating in any such activity, opportunity or program based upon the student's past and current academic and/or behavioral record, the safety of the student, or the safety of other students and/or participants. A student's record can also be the basis for imposing conditions upon a student's participation or continued participation in any such activity, opportunity or program. The administration's determination in such matters will be final and not subject to appeal.

Students must have a grade point average above a 2.0 to be able to participate in athletic events.

Students must be present at school for the full session to be able to participate in evening events. If the event is on the weekend, the student must attend the full day of school preceding the event to be able to participate the following day. Students not in attendance the day preceding a weekend/holiday event and/or not in attendance the day of an evening event will not be admitted to the event.

Students who have been suspended will not be able to attend off site field trips and fundraisers.

### **Athletic Program**

All Sports listed below are available to students when entering Summit Academy. The Athletic Program is directed toward students who wish to participate in a higher competitive level of sports activities.

Before an athlete can participate in a specific sport, the student must complete and return the forms listed below to the athletic office.

1. M.H.S.A.A. (physical exam card signed by physician and parent)
2. Medical Treatment Release Form
3. Athlete/Parent acceptance of the Athletic Student Handbook of Rules and Regulations
4. Sports Participation Fee Paid before the first athletic contest

#### **FALL**

Sideline Cheerleading  
Football  
Volleyball  
Boys/Girls Cross Country  
Boys Soccer

#### **WINTER**

Boys/Girls Basketball  
Wrestling

#### **SPRING**

Boys Baseball  
Girls Softball  
Girls Soccer  
Boys/Girls Track & Field

#### **LITTLE DRAGONS**

Soccer  
Basketball Camp  
Volleyball Camp  
Flag Football  
Dragonites Running Club

### **National Junior Honor Society**

The National Junior Honor Society is an organization for academically superior students who also render a service to their fellow students and community. They participate in activities such as formal school functions. Meetings are held each month or when needed.

Membership in local chapters is an honor bestowed upon a student by the faculty based on outstanding scholarship, character, leadership, and service. Qualified students are invited to fill out an application.

### **Student Council**

The Student Council is an active part of Summit Academy in grades 6-8. The membership of Student Council represents all grade levels in the pinnacle. This organization is active in development and implementation of student programming (dances, Spirit Week, talent show, guest speakers) as well as school wide and community outreach. The Summit Academy Student Council is an integral component of the programming at the middle school.

## **CHARACTER BUILDING The Guiding Principles**

Character building should be part of any student's education. We here at Summit Academy believe that students must achieve high levels of success not only academically, but they must also become effective citizens as part of our school and community. It is essential that we provide all of our students with positive interpersonal communication skills that will help them to achieve high levels of trustworthiness, diligence, honesty, integrity, and personal responsibility; they must also become exposed to the essential qualities that help to develop caring, loyal, and fair individuals who respect, value, and encourage one another and themselves.

As educators, it is our responsibility to make sure that we not only provide a safe and caring learning environment for our students, but as a school and community, we must also become a catalyst for personal growth which will help our students to develop their ultimate potential as successful members of society.

## **TITLE 1 LEARNING PARTNERSHIP BETWEEN SCHOOL AND HOME**

### **Our Agreement for Achievement**

This mutual agreement will serve as a sign of our commitment for establishing and maintaining our shared responsibilities for student learning and student achievement between school and home. The purpose of this agreement is to clarify each partner's responsibilities in our strife for educational equity and excellence for all students.

#### **Parent/Guardian Commitment:**

I want my child to be successful in school. Therefore, I promise to do all of the following:

- Our child will arrive at school every day by 7:50 am.
- Our child will remain at school for the entire school day.
- Our child will be at all recovery or summer school programs as needed.
- Our child's homework will be checked every evening.
- Our child will always know that we are available to them for any concerns. This also means that we will call in to notify the school of our child's absences.
- Our child will always follow the Summit Academy dress code.
- Our child will follow the Summit Academy Code of Conduct so as to protect the safety, interests, and rights of all individuals in the classroom. We will be responsible for our child's actions.



- Our child will be encouraged and supported when participating in extracurricular activities.
- Our child will be provided with an adequate environment for homework assignments.
- I/We will review all school-to-home communications and respond promptly
- I/We will recognize and praise my child's efforts and progress

### **Student's Commitment**

I fully commit to Summit Academy in the following ways:

- I will arrive at school every day by 7:50 am.
- I will remain in school for the entire school day.
- I will come to class ready to learn with a positive attitude
- I will always work, think and behave in the most acceptable ways, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, and I will dress for gym class every day. Furthermore, I will raise my hand and ask questions in class if I need help understanding.
- I will always make myself available to parents and teachers and respond to concerns they may have. If I make a mistake, I will tell the truth and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of individuals in the classroom. This also means that I will always listen to all my Summit teammates and give everyone my respect.
- I will always follow the Summit Academy Dress Code.
- I am responsible for my own behavior, and I will follow all school rules.
- I will be at all recovery or summer school programs as needed.

### **Teacher's Commitment**

We want your child to be successful. Therefore, we promise to do all of the following:

- Provide a positive learning environment where each child will begin to be responsible for his or her own learning.
- Set high teaching standards for ourselves, which promote Summit's and the States' standards and objectives.
- Deliver a high quality, appropriate curriculum through motivation and interesting learning experiences.
- Teach effective study skills and strategies to ensure retention of learning.
- Show that we care about all students and respect the uniqueness of all students and their families.
- Address each student's needs and encourage individual talents.
- Build self-esteem by helping each student become high achieving.
- Notify the parent(s)/guardian(s) as soon as a tardy, attendance, behavior or academic problem develops through notes or phone calls.
- Help parents to support learning and positive behavior at home.
- Support the school's code of conduct and efforts to make Summit a safe and peaceful learning environment by not tolerating any type of harmful/hurtful behavior.
- Establish an "open door policy" and warm atmosphere for parents/guardians during classroom visits and when participating in activities.

### **Administrator's Commitment**

We want all students to be successful. Therefore, we promise to do all of the following:

- Uphold the code of conduct and efforts to make Summit a safe and peaceful learning environment so all students can focus their energy on learning. In doing this, we will hold high standards when dealing with any situation.
- Frequently observe each classroom to make sure that a high quality, appropriate curriculum is being taught to all students.

- Frequently review Summit's benchmark tracking system to make sure that all necessary state-mandated curriculum items are being taught.
- Maintain open administrator/parent communication when there are concerns about tardies, attendance, academic or behavioral issues.
- Be a resource to all students, parents and staff members when support and information is needed.
- Establish an "open door" policy and warm atmosphere for parents/guardians during school visits and when participating in school activities.
- Will continue to strive to make Summit Academy the best learning environment for all students.

## **LATE WORK**

Students will have one day to make up classwork for excused absences.

## **\*\*Acknowledgment Page – Must Be Returned to School Office by September 27, 2019\*\***

I have reviewed the pages in the handbook with my child. I agree with the terms and conditions as stated. I understand that the school's computing resources are for educational purposes only. As the parent or legal guardian of \_\_\_\_\_.

\_\_\_\_\_  
(Parent/Guardian Signature)      Date \_\_\_\_\_

\_\_\_\_\_  
(Student Signature)      Date \_\_\_\_\_

\_\_\_\_\_  
(Building Representative)      Date \_\_\_\_\_