

Summit Academy

Middletown

School Procedures

Student Manual

Revised 8/2011

Summit Academy – Middletown School Procedure Handbook

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Staff Roster

First Name	Last Name	Position	Email Address
Lauren	Allen	IEP Differentiated Specialist	Lauren.Allen@summitacademies.org
John	Aregood	Math Teacher	John.Aregood@summitacademies.org
David	Bantner	Music Teacher	David.Bantner@summitacademies.org
Matt	Birdsall	Language Arts Teacher	Mathew.Birdsall@summitacademies.org
Donna	Busic	Instructional Asst	Donna.Busic@summitacademies.org
Sean	Carnes	Social Studies Teacher	Sean.Carnes@summitacademies.org
Amy	Coors	Secretary	Amy.Coors@summitacademies.org
Mary	Elliott	Instructional Asst	Mary.Elliott@summitacademies.org
Sherrie	Framer	Instructional Asst	Sherrie.Framer@summitacademies.org
Scott	Melaragno	IEP Coordinator	Scott.Melaragno@summitacademies.org
Tiffany	Newman	Behavior Specialist	Tiffany.Newman@summitacademies.org
Chris	O'Connell	Art Teacher	Christopher.O'Connel@summitacademies.org
Rachel	Reynolds	Performance Coach	Rachel.Reynolds@summitacademies.org
Mark	Thomson	Science Teacher	Mark.Thomson@summitacademies.org
Beth	Varley	Secondary Director	Beth.Varley@summitacademies.org
Dennis	Whitt	Martial Arts Instructor	Dennis.Whitt@summitacademies.org
Mary	Wilson	Instructional Asst	Mary.Wilson@summitacademies.org

Student Guidelines

a. Attendance

a. Reporting time is no earlier than 7:30am.

b. Full School Day – 7:50am – 2:45pm

- i. In order to be credited with a full school day, students must arrive **on time** and be present until 2:45pm.
- ii. If you are late to school, a **parent/guardian** must sign you in at the office in order to receive an admittance pass to class.
- iii. If you are ill and are not reporting to school on a given day, call the office by 8:00am on the day of absence.
- iv. If at any time during the day a student needs to leave the building for any reason, a **parent/guardian** must sign you out in the office.

c. Half Day School Day

Students arriving after 9:30am and or leaving before 2:00pm will be credited with ½ school day.

d. Tardiness

Students arriving between 7:50am – 9:30am or leaving between 2:00pm – 2:45pm will be marked tardy. Students **must be in their homeroom** before 7:50am. Just being “in the building” doesn’t mean they are at school on time.

e. Parent Notes -

Our attendance policy limits “parent notes” to 7 notes per school year. Parent notes are to be used when your child is not well enough to come to school yet he/she is not sick enough to go to the doctor. If your child has a doctor’s appointment and a doctor’s note is sent in, that absence will not count against the “parent note” limit. If your child has reached the parent note limit, doctor’s notes will be required from then on out. If a doctor’s note is **not** given once the parent note limit is reached, the absence will be marked as unexcused.

While we understand that unpredictable circumstances occur now and again, we are willing to work with our students on an individual basis. This policy is not to punish anyone, but we need to be accountable by law to have our students at school every day. We certainly don’t want your child to come to school if he/she is truly sick however we need to reinforce good attendance to our students that will carry on with them when looking for jobs as they get older.

f. Reporting Absences

The State of Ohio requires that every absence be reported to the child’s school by a parent or guardian. This notification should be done as soon as possible, preferably with a telephone call or written note to school by the parent or guardian. Absences

not reported will be unexcused. As defined by rule 3301-51-13 of the Administrative Code, an excused absence includes any of the following:

- i. Personal illness or injury
- ii. Funerals (of immediate family or relative)
- iii. Medical, mental or dental appointments
- iv. Quarantine of the home
- v. Court appearances
- vi. College visitation (reasonable number and verified by parent)
- vii. Death of a relative
- viii. Observance of a religious holiday
- ix. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school. This would not include students during an out-of-school suspension if the student was not receiving instructional services.

Special Circumstances

Situations not described above shall be at the discretion of the school director, and they will be handled on an individual basis.

b. Dress Code

School uniform is required except when given special permission by the Director

Summit shirts –

1. Tucked in at all times
2. No holes in shirt

Belts must be worn

Pants/Shorts/Skirts

3. Khaki, navy or black
4. Shorts and skirts must be knee length
5. No skinny pants
6. No “slagging” pants, crazy socks, or hoodies/jackets (in class)

Shoes

7. Tennis shoes or dress shoes (flat heeled)
8. Laces must be tied

Makeup – kept to a minimum

Earrings – studs only (no lip or eyebrow rings)

Hair – no color or mohawks

Outside wear – no hoodies or jackets may be worn in class

c. Student Driving/Parking

- a. Student parking spots are located at the back of the lot (towards the corner of Central Ave and Marshall Rd.)
- b. Privileges will be granted based on grades and behavior
- c. Students who will be driving to school must provide a copy of license to the office for our files

d. **Conferences / Contact with Staff**

- a. Parents/Students are encouraged to any and all meetings regarding their academic and behavioral well-being – this includes IEP meetings, PTST Meetings and Conferences.
- b. Parents/Students may also email or call staff when needed.

e. **Report Cards / Interims Reports**

- a) Report cards / interim reports will be mailed out within one week of the reporting period.
- b) Grading Scale:
 - 100-90 = A
 - 89-80 = B
 - 79-70 = C
 - 69-60 = D
 - 59 and below = R

f. **Electronics:**

- a. Any and all electronics MUST be turned into the office upon arrival to school.
- b. Electronics not turned in to the office will be confiscated and parents notified.
- c. The school is not responsible for any lost or stolen electronic equipment.

g. **Medication:**

- a. It is illegal for a student under 18 to carry medications – a parent/guardian must bring any medications needed while at school to the office themselves.
- b. Medication (including over-the counter medication) will only be given as prescribed by a doctor – written documentation must be provided.
- c. Any over-the counter must be brought to the office (by an adult) and properly labeled with the student's name.

h. **Computers**

- a. No food, drinks, etc. shall be near the computers
- b. A list of approved websites must be posted above each computer station. Students must be closely monitored at all times to be sure they are using only educational software or websites.
- c. Students should never use a staff member's computer login information. Each student is given a user-name and password of his/her own.
- d. Students must always log off the computer when finished.
- e. Under NO circumstances are students to be permitted to tamper with or attempt in any way to repair a computer.

i. Use of Copier and Printers

- a. Students are not to print any material without immediate supervision of a staff member. Printed materials should pertain to schoolwork only.
- b. Students are not to retrieve anything from the copier or printer without staff assistance.

j. Discipline Flow Chart

The following is the format, which shall be followed for discipline issues within the classroom. Remember this flow chart can be by-passed if the incident is severe enough to warrant direct removal to the Director's office.

» Warning

» Second Warning

» 10 minute supervised time out – Social Autopsy must be completed (supervised either inside or outside the classroom)

» Escorted to Performance Coach or Behavior Specialist's office, depending on availability.

» Office Referral

k. Lunch Schedule

<u>Time</u>	<u>Grades</u>	<u>Supervision</u>
12:00pm – 12:30pm	9&10	Mr. Birdsall and Mr. Carnes
12:30pm – 1:00pm	11&12	Mr. Thomson and Mr. Aregood

l. Transition Procedures - Class to Class

- a. All students should be lined up for class change.
- b. Stay to the right of the hallway to allow other students to pass.
- c. No loud talking / distracting noises during transition.
- d. All students are to bow in and out of the classrooms.
- e. Upon entering the Elementary building for lunch and/or Specials, there will be NO talking, running or jumping down the stairs.

m. **Emergency Evacuation Drills**

Fire Drills are conducted monthly. Tornado Drills are conducted monthly from March through June. Procedures are as follows:

Fire Drills

All students line up quietly in classroom. Students are NOT to bow out of the room at this time! Exit classroom and proceed across the parking lot to the next building. Students line up facing away from the building they exited. Students may not talk during this time.

Tornado Drills

All students line up quietly in classroom. Students are NOT to bow out of the room at this time! Exit classroom and proceed to the hallway leading to the gym. Students will be directed to an area at that time where they will be instructed to get into a crouching position with arms and hands covering the head. Students may not talk during this time.