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SUMMIT ACADEMY SCHOOLS

HANDBOOK FOR

STUDENTS/PARENTS/GUARDIANS



Revised: July, 2011

TABLE OF CONTENTS

<u>DESCRIPTION OF TOPICS</u>	<u>PAGE</u>
SECTION I - INTRODUCTION	
1. WELCOME.....	1
2. MISSION.....	1
3. EQUAL EDUCATION OPPORTUNITY	1
4. FULL VALUE CONTRACT	1
5. INDIVIDUALS WITH DISABILITIES.....	2
SECTION II – GENERAL INFORMATION	
1. ADMISSION POLICY/ENROLLMENT.....	3
2. CALAMITY DAYS/EMERGENCY CLOSINGS	3
3. COMMUNICATIONS	3
4. CONFERENCES WITH PARENTS/GUARDIANS	3
5. LOCKERS AND/OR STORAGE COMPARTMENTS.....	3-4
6. LOST & FOUND.....	4
7. MATERIALS FEE	4
8. OFFICE PHONE USE (By Students).....	4
9. PARENT/TEACHER ORGANIZATION (PTST).....	4
10. SAFETY.....	4
11. SOLICITATION.....	5
12. STUDENT RECORDS.....	5
13. TELEPARENT.....	5
14. VISITATION POLICIES	5-6
- Visitors to the school	
- Classroom observation	
15. VOLUNTEERING	6
16. WITHDRAWALS.....	6

SECTION III – ACADEMIC INFORMATION & TECHNOLOGY

1.	REPORT CARDS.....	7
2.	HOMEWORK.....	7
3.	MARTIAL ARTS	7
4.	TECHNOLOGY	7-8
	- Student Behavior	
	- Computer/Internet Usage & Safety	
	- Social Networking	
5.	TESTING	8

SECTION IV – ATTENDANCE

1.	ABSENCES FROM SCHOOL.....	9
2.	ACCIDENT OR ILLNESS AT SCHOOL.....	9
3.	ARRIVAL/DISMISSAL.....	9-10
4.	ATTENDANCE POLICY/CALL-OFF PROCEDURE.....	10
5.	SIGNING IN/SIGNING OUT OF STUDENTS	10
6.	TRUANCY	10
7.	VACATIONS.....	10

SECTION V – STUDENT ACTIVITIES

1.	AFTER-SCHOOL ACTIVITIES/CLUBS.....	11
2.	FIELD TRIPS.....	11
3.	MEALS/LUNCH PERIOD.....	11

SECTION VI – MEDICAL INFORMATION

1.	COMMUNICABLE DISEASES	13
	- Casual contact	
	- Non-casual contact	
2.	IMMUNIZATIONS	13

	<u>PAGE</u>
3. MEDICATION PROCEDURE.....	13-14
- Prescribed	
- Non-prescribed (Over-the-counter)	
 SECTION VII - TRANSPORTATION	
1. BUS REGULATIONS.....	15
2. DRIVING.....	15
3. FIELD TRIP TRANSPORTATION.....	15
 SECTION VIII – CONDUCT/DISCIPLINARY PROCESS	
<i>[Please refer to independent school policies as required]</i>	
1. BULLYING/HARASSMENT	17
2. CELL PHONES.....	17
3. CONDUCT/DISCIPLINARY PROCESS	17-20
- Student Rights & Responsibilities	
- Code of Student Conduct	
- Students With Disabilities	
- Emergency Removal	
- Suspension	
- Expulsion	
- Appeal Process for Suspensions & Expulsions	
4. DRESS CODE.....	20-21
5. PERSONAL PROPERTY	21
6. SEARCH & SEIZURE	21
7. SMOKING POLICY.....	21
8. SOCIAL NETWORKING <i>(please refer to Section III, #4)</i>	
 INDEX	 23
SCHOOL SONG	25

INTRODUCTION

1. WELCOME

We welcome you to Summit Academy. It is our desire that, during the school year, our students will grow academically, socially, and physically. Our school is dedicated to providing opportunities which will enable our students to reach their maximum potential. This handbook has been prepared to provide you with a ready reference regarding the rules, policies and procedures of our school. Please contact the School Director for clarification on any policies contained herein, or for additional information you may not find here. Please also refer to the supplements accompanying this handbook for information particular to your school.

To increase the degree of educational success, it is very important that teachers, parents/guardians and administrators communicate openly and frequently concerning the progress of students. As parents/guardians, you play a key role in the education of your child by giving words of encouragement, showing an interest in your child's work and by attending school activities. Your involvement and participation in school activities (such as parent organizations and special programs) will demonstrate to your children that you value their education.

2. MISSION STATEMENT

Summit Academy Community Schools for Alternative Learners will address the academic and social needs of young students with Attention Deficit Hyperactivity Disorder (ADD/ADHD) and/or Asperger's Disorder. We are guided by the belief that every child can learn, given the proper instructional environment. We will adhere to the theory of multiple intelligences in concept and in instructional design.

3. EQUAL EDUCATION OPPORTUNITY

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

4. FULL VALUE CONTRACT

Safety – I will keep others and myself safe at all times, both physically and emotionally.

Respect – I will value the Summit Academy Code of Conduct. I will not disrespect anyone in the group; but will help to build up others. When I help someone, I am helped.

Full Participation – I will participate in all scheduled activities without complaint, and to the best of my abilities.

Honest Feedback – I will offer honest opinions to others in the group in an affirming (nice) way. I also will accept other's comments to me, as this will help me grow.



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ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. Summit Academy students access special education services through proper evaluation and placement procedures. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under IDEA Policy and its regulations and under state and federal laws and regulations.

SECTION II GENERAL INFORMATION

1. ADMISSION POLICY/ENROLLMENT

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

2. CALAMITY DAYS/EMERGENCY CLOSING

If weather, road, or other emergency conditions make it necessary to close the school, it will be announced over local radio/television stations as soon as the decision is made. Please DO NOT call the school, the School Director, or the Regional Director, as this will only delay the communication necessary for making this decision. In the event of a school closing, all after-school and evening activities shall be canceled. The Teleparent automated calling system may also be utilized to inform of school closings. Please make sure your school office has contact information for you.

3. COMMUNICATIONS

A designated day will be set aside each week for sending information home to the parents. Please check with your school office as to which day this will be. Students may bring home work samples, classroom notices or special announcements regarding school activities. PLEASE ASK YOUR CHILD regularly for any newsletters or other communications so that you don't miss out on important information. You may also check the school website.

4. CONFERENCES WITH PARENTS/GUARDIANS

We welcome the opportunity to meet and speak with parents and guardians regarding student progress. If you wish a conference with your child's teacher, please call the school office and leave a number where you can be reached during the day. The teacher will contact you to set up a time. Whenever possible, try to schedule an appointment during school hours. Please do not wait until a problem has developed to ask for a conference. You may also consult the school calendar for designated conference days in the fall and spring.

5. LOCKERS AND/OR STORAGE COMPARTMENTS (lockers and desks hereinafter referred to as "storage compartments")

Students may have assigned lockers or storage compartments. The office will assign and keep records of storage compartment assignments. Rules for storage compartment use by students: a) storage compartments must be kept clean; b) do not give your lock combination to another student; c) use your storage compartment only in the morning, before or after lunch, or at the end of the day unless otherwise instructed; d) do not change or share storage compartments without authorization from the office; e) **NO outside decorations are permitted on any storage compartment at any time without special authorization from the office.** Staff members are responsible for periodically checking students' storage compartments. Storage compartment clean-out times for students will be assigned by the office.

Locker/storage compartment and desk searches. All student storage compartments (this includes lockers, desks, or other storage compartments) are the property of Summit Academy. Summit Academy reserves the right to have school officials search any storage compartment whenever necessary, for the

or to protect the health, safety and welfare of the students. Such . As a general rule, sports items, toys, collectibles and electronics these items may be confiscated and will be returned only to the parent/guardian by the office. If students are provided storage compartments in which to store materials, it should be clearly understood that this storage area is the property of the school and may be searched at any time at the desire of school personnel. Locks, if present, are to help prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

6. LOST AND FOUND

Articles brought to the school by the student are the student's responsibility. All articles found are placed in the lost and found area. If your child is missing any article of clothing, have your child check there. Since our students wear uniforms, IT IS VERY IMPORTANT THAT YOU LABEL ALL ARTICLES OF CLOTHING, including hats, gloves, coats, sweatshirts, lunch bags or back packs (any item that the child may remove). All unclaimed articles are given to a charitable organization.

7. MATERIALS FEE

A materials fee is assessed to each student at the beginning of each school year. This fee may vary each year and the amount will be announced at the time of open enrollment. Fees paid are nonrefundable and the entire amount must be paid, or payment arrangements made, no later than September 1st of the current school year. Summit Academy strives to keep this fee to a minimum. Special financial circumstances must be brought to the attention of the School Director and be provided in writing.

8. OFFICE PHONE USE

Students are allowed to use the office telephone only if it is an emergency. Permission to use the office phone must be given by a school administrator. Please make sure you and your child are aware of any clubs they are in, what their pick-up time will be on those days and who will be picking him/her up.

CELL PHONES (addressed in Section VIII)

9. PARENT/TEACHER ORGANIZATION

The Summit Academy parent/teacher organization is referred to as PTST (Parents, Teachers & Students Together). The purpose of this organization is to unite the parents/guardians, and staff to promote the social and academic welfare of the students. The PTST assists the staff and students by supporting the funding for additional programs, special events, equipment and supplies as well as volunteer for field trips and classroom or other school activities. We encourage all parents/guardians to join the PTST. Your participation or other support for this organization assures the success of our school.

10. SAFETY

Summit Academy will comply with all Federal, State and Local laws, statutes and ordinances concerning safety and will conduct evacuation, safety and severe weather drills accordingly. Specific instructions on how to proceed in any of these situations will be provided to the students by the staff. The staff will oversee the safe, prompt, and orderly execution of the required action during both drills and actual events. Severe weather drills will be conducted during the tornado season (April-July in Ohio) using the procedures prescribed by the State of Ohio.



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at a school function is prohibited unless approved by the School Director in advance.

12. STUDENT RECORDS

Confidential records contain educational and behavioral information that have restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent/guardian or adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

13. TELEPARENT

Teleparent is our school messaging system. School announcements, cancelations, and important messages can be sent directly to your home and mobile phones. Be sure that the main office has the numbers you want called. Also, individual teachers can use the system to deliver personal classroom messages for your Summit Academy student.

14. VISITATION POLICIES

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

VISITORS TO THE SCHOOL:

All visitors entering school property must observe the following rules. Any violators will be requested to leave. Failure to do so will result in criminal prosecution for trespassing.

- a) Any visitor entering the building while school is in session shall first report to the office, state the nature of business, and secure permission before contacting any student or making a delivery of merchandise to the school. The visitor must sign in if not picking up a student or making a delivery.
- b) No person shall be intoxicated or bring, sell or give away alcohol on the premises.
- c) No person shall bring or use drugs, unless under a licensed physician's care. No person shall sell or give away drugs in any form while on the school premises.
- d) No person shall bring on his/her person any dangerous weapon such as a gun, pistol, or knife unless he/she is a police officer or some person legally authorized to be armed.
- e) No person shall talk, shout, scream, yell, or otherwise conduct himself so as to disturb the peace and good order of the school.
- f) The use of profanity in the school building or on the school grounds is strictly prohibited.
- g) Any parent/guardian wishing to visit/observe their student must call the School Director at least the day before you wish to observe.

CLASSROOM OBSERVATION:

Although observation by outside parties in classrooms is not strictly prohibited, such visits create disruptions, which are detrimental to the education of the student population we serve. If, by mutual agreement between the school and requestor, an observation is deemed necessary, the Classroom Observation Policy will be enforced.

Classroom Observation Policy – Parents wishing to visit their child's classroom may do so by calling the school office in advance to arrange a mutually convenient date and time for the visit. Due to the nature of other students' disabilities and the school's responsibility to protect everyone's privacy rights, scheduling a visit will usually take a number of days. In order to keep disruption in the classroom to a minimum, visits will be limited to one (45-minute) instructional period in the least intrusive area of the classroom, as designated by the IEP Coordinator or designee and are expected to leave the classroom promptly at the end of the instructional period. Parents visiting classrooms must leave personal belongings (coats, purses, briefcases, etc.) in the school office or locked in their car. Videotaping and/or audio recording by parents visiting classrooms is illegal and will not be permitted under any



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classroom will be required to complete a Classroom Observation room. All visitors to the classroom must sign in at the office at

15. VOLUNTEERING

Parents/guardians are encouraged to volunteer at the school in a number of ways. Parents may be asked to serve on ad hoc committees from time to time. Parents may also be involved in teaching specific skills they possess as well as serving as resources for clubs. We welcome volunteering from any family member or friend of the family. **Volunteers may be asked to provide a criminal background check.** The following are other ways in which people can volunteer at our school:

- chaperoning on field trips
- maintenance or repairs on building or equipment
- fundraisers
- painting
- baking for school events
- cleaning
- making phone calls
- serving on school clubs
- donation of school supplies

Those listed are not all-inclusive. We welcome any contribution you may make toward the welfare of our students and/or our school. Please call the office for additional information.

16. WITHDRAWALS

Parents/guardians wishing to withdraw their student from school for any reason should notify the office and **complete a Withdrawal Form** so that all records can be put in order for proper transfer. A Record Release form, completed **in advance**, must be sent to us from the receiving school before any records can be sent. Records will be transferred to the new district within 14 days of receipt of the signed authorization. All school property should be returned and fees paid.

SECTION III FORMATION & TECHNOLOGY

1. REPORT CARDS

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

2. HOMEWORK

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

3. MARTIAL ARTS

It is the mission of the Therapeutic Martial Arts program to provide for the physical, mental, emotional, and social growth of our students through multicultural training in this art form. Using an interdisciplinary approach and an interactive hands-on style, fundamentals of the martial arts appropriate for the age and developmental level of Summit Academy students will be utilized to meet defined objectives. Rules have been developed to assure the safety of your child. Students are not allowed to wear jewelry of any kind in the dojo (training hall). They must remove their shoes upon entering the dojo. This protects the mats the students workout on. Students must show respect to their instructors (as they should do in all of their classes). The students are not only taught basic martial arts skills, but they are taught how to avoid confrontation, how to control their anger and to show respect for their teachers, parents/guardians and peers. The goal of this program is not to teach children how to win fights, but how to avoid them. Every parent/guardian will be asked to sign a Risk Agreement for their child.

4. TECHNOLOGY

STUDENT BEHAVIOR

- Common courtesy is to be employed at all times while using technology equipment
- All students will leave the computers or other technology equipment exactly as they find them
- No student will be allowed to bring food or drink into the computer lab or in the vicinity of any computer
- To prevent accidental virus contamination, no personal software is to be brought into the school
- No fighting or rough behavior in the proximity of computers
- Students will not log on to the internet without permission from a staff member
- Students will only navigate to appropriate sites

COMPUTER/INTERNET USAGE & SAFETY

At the time of enrollment and at the beginning of each school year, parents will be given a copy of the Computer/Internet Usage & Safety Policy. Please be sure to familiarize yourself with this policy, as it delineates the terms and conditions for acceptable use to assure safe Internet use for our students. Parents/guardians will be asked to sign an Internet Usage Permission Form before the student is granted Internet access.

SOCIAL NETWORKING

In this age of social networking, many have experienced the effects of a culture of disrespect promoted by thoughtless, hurtful comments posted on Facebook or other social networking sites. Some students

ons to hurt, embarrass and intimidate others without considering
ful to all parties. Immature words posted in anger and for “fun”
forever imprinted on an electronic page in history.

As partners in the education of our children, we ask all parents/guardians to monitor their child's social networking activity at home and encourage them to use social media responsibly. Social networking sites are not private; they are public, and our children may represent themselves in ways that are inappropriate. It is recommended that you have your child grant you access to their account(s).

Though we have blocked Facebook, as well as other social networking sites on school equipment we must strive to eliminate the harmful effects a negative posting could have on our students' welfare and reduce distractions to our educational environment.

- Social networking is not permitted during school hours
- Students using social media tools such as Facebook, Twitter, Flickr or YouTube, or posting comments on blogs, should be mindful of how they represent themselves, their peers, and their school
- Any student found using a social networking site during the school day via any equipment or device will receive disciplinary action
- Any messages posted by students about other students that include slurs based on race, ethnicity, religion, gender or sexual orientation will be considered discrimination and will result in disciplinary action

5. TESTING

Statewide testing will be administered according to the Ohio Department of Education's guidelines. These may include proficiency testing and achievement testing.

SECTION IV ATTENDANCE

1. ABSENCES FROM SCHOOL (EXCUSED)

The following categories are recognized as excused absences from school:

- personal illness
- illness in the family
- quarantine of the home
- death of a relative
- observance of a religious holiday
- students of active duty military personnel shall have additional excused absences at the discretion of the school administration for visitations relative to leave or deployment
- other emergencies or circumstances which constitute good and sufficient cause as determined by the School Director or designee

Children should not attend school if they have a fever, rash, obvious symptoms of cold or flu, lice, or if they have vomited during the night, to avoid the spread of illness to others.

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

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

Timely arrival at school is important to academic and social success. Excessive tardiness will almost certainly negatively affect your child’s school experience. Chronic tardiness may lead to administrative action.

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

2. ACCIDENT OR ILLNESS AT SCHOOL

Emergency medical forms must be on file for all students. It is essential that the information be accurate and kept up to date throughout the year. Only those persons named on the Emergency Contact form can be contacted in the event of an emergency. Every attempt will be made to contact the parent first. **Parents are responsible for notifying the school office to update the emergency contact information as changes occur.**

3. ARRIVAL/DISMISSAL

Students must arrive at the designated arrival time and must be picked up at the designated pick-up time. Adult supervision is not available before or after school. For those parents/guardians providing transportation for their child, you must drop off or pick up your child at the designated area. ***Please refer to the supplement accompanying this handbook for detailed information regarding arrival/dismissal procedures specific to your school.*** If you arrive early, please do not block the flow of traffic around the building. If a student is to ride home with another, a note must be sent to school that morning. Students may not plan after-school activities on the spur of the moment and expect to call home for permission. *(Please also refer to section “Signing In/Signing Out Students”)*

released for early dismissal to the parent/guardian or an adult parent/guardian.

4. ATTENDANCE POLICY/CALL-OFF PROCEDURE

On the morning a student is ill or otherwise absent, the parent/guardian shall call the school between 8:00-10:00 a.m. to report the child off in order to comply with the Board of Education's policy and the Missing Children's Act. If you get an answering service or voice mail, please give your name, student's name, grade and reason for absence. **The parent/guardian must follow-up with a written note or doctor's note for student's file.** If a child has a physical condition or impairment that could cause periodic or frequent absences from school, the parents are required to notify the school at the beginning of the school year or within five (5) school days after the condition or impairment develops. The notification shall be in the form of a written statement signed and dated by the physician. It must also include the expected duration of the condition or impairment. **Students failing to participate in 105 consecutive hours (or per your county's requirement) of learning opportunities without a legitimate excuse may be automatically withdrawn by the school.**

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

5. SIGNING IN/SIGNING OUT STUDENTS

If you must drop off your student late or pick up early, you **MUST COME INTO THE OFFICE** to sign in/out the student. Do not call and ask that we "have your child ready". We will not pull the student out of class and have him/her wait for you to come. Upon arriving late, the student must come into the office for an admittance note.

6. TRUANCY

Ohio law defines truancy as an absence from school without permission. The truancy laws apply to students between ages six and eighteen and identifies two types of truancy: (1) habitual truancy, and (2) chronic truancy. The difference between a habitual and a chronic truant is the number of days the student has been absent without permission.

A habitual truant is absent from school without a legitimate excuse for five or more consecutive days, seven or more school days in one school month, or twelve or more school days in one year.

A chronic truant is absent from school without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

7. VACATIONS

Vacations are encouraged to be taken during the interim breaks. If it is necessary to take a vacation during the school year, the School Director or his/her designee must approve the absence prior to leaving or the absence will be considered unexcused. A maximum of five (5) excused vacation days will be allowed under this policy. If vacation days cause the student to exceed 15 days absence, a warning letter will be sent. Exceptions to this would be for students of active duty military personnel, who may have additional excused absences at the discretion of the school administration for visitations relative to leave or deployment. Please refer to your school office for appropriate forms and required authorizations.

SECTION V STUDENT ACTIVITIES

Students that attend after-school activities must have written parent/guardian permission. Forms will be distributed prior to the beginning of the club or activity and must be submitted before school starts the day of the event. The forms must be complete or a parent note must include the student's name, parent phone number and the name of the adult that will pick up the student at the conclusion of the event. Students that do not have written permission will not be permitted to remain on school property. Students staying for an after-school activity must report to the activity area directly after dismissal.

2. FIELD TRIPS

Field trips are academic activities that are held off school grounds. Field trips are chosen to provide sound educational experiences. Medications normally administered at school will be administered while on field trips. The Code of Student Conduct applies to all field trips. Attendance rules also apply to all trips. While the School encourages the student's participation in trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on trips.

Summit Academy depends on parent/guardian chaperones to help with the supervision of students and provide a safe and successful trip. We invite any family member or friend to be involved in the students' experiences. We do ask, however, that chaperones do not bring other children along when they volunteer. Occasionally a small fee will be requested, depending on the field trip. Our no-smoking policy also applies to field trips, as this is an extension of our school day.

3. MEALS/LUNCH PERIOD

Each student must bring his/her own lunch every day, unless your school participates in the National School Lunch Program whereby students may be able to purchase a lunch, or unless otherwise instructed (i.e., special events whereby the school would provide lunch). Please refer to your school building's specific guidelines for designated area. Please pack nutritious lunches for your child. We discourage students bringing items such as soda pop, cookies, cakes or candy of any kind. PLEASE DO NOT SEND METAL UTENSILS TO SCHOOL.

Applications for the school's free and reduced-priced meal program are available in the school office.

SECTION VI MEDICAL INFORMATION

1. COMMUNICABLE DISEASES

The school recognizes that control of the spread of communicable disease through both casual contact and non-casual contact is essential to the well-being of the school community and to efficient school operations. In order to protect the health and safety of the students, school personnel, and the community at large, the school shall follow all State statutes and Health Department regulations.

CASUAL CONTACT—The school director may exclude from the building, or isolate in the school, any student who appears to be ill or has been exposed to a communicable disease. Specific diseases shall include but not be limited to, lice, scabies, bedbugs, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Ohio Department of Public Health.

NON-CASUAL CONTACT—The school has the obligation to protect the safety of the staff and students. This can best be accomplished by assuring that all persons in the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. Non-casual contact communicable diseases include: sexually-transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), AIDS-related complex, HIV (Human Immunodeficiency Virus), Hepatitis A, B, C and other disease that may be specified by the State Board of Health. The school will seek to keep students in school unless there is definitive evidence to warrant exclusion. The school is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

2. IMMUNIZATIONS

Each student must have received the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, in accordance with state law, the school director or designee will require compliance with a set deadline or may remove the student.

3. MEDICATION PROCEDURE

PRESCRIBED

Summit Academy is committed to providing for the safety and welfare of all students. Parents/guardians should, with their physician's guidance, determine whether the medication schedule could be adjusted so that medications could be administered during non-school hours. When it is necessary for school personnel to administer any medication, whether prescribed or over-the-counter, the following procedures will be observed:

- a) A Medication Authorization Form must be completed and signed by both the parent/guardian and the student's physician. This should contain the name and address of the student, grade level of the student, name of medication as well as dosage and times required, special instructions including storage and sterile requirements, date medication is to begin as well as date medication should terminate if applicable, and possible reactions which should be reported to the physician. It is very important to list the physician's name, address and phone number.
- b) **The medication must be brought to the school office by a parent, guardian or other adult.** Students are not permitted to transport medication on the bus. Students are not permitted to bring their medication into the school on their own
- c) The medication must be brought in the **original container** with the pharmacy label on it, clearly noting the student's name, physician's name, current date, pharmacy name and phone number, name of medication, prescribed dosage, special handling and storage.

- ...s medication, the school must be notified immediately and the
...st complete a new form.
- ...l by the parent will be destroyed by the school personnel when a
...ministered or at the end of the school year.
- ...like medication at school, but is taking medication at home that
...might affect his/her behavior, please notify the school that medication is being taken at home and
...the teacher will be informed of this fact.
- g) Please consult your School Director regarding any unique medication requests

NON-PRESCRIBED (over-the-counter) Medications

No staff member is permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents may authorize the school to administer OTC medication by completing a Medication Authorization Form, which is available in the school office.

- a) A physician must approve the OTC medication request and the student is not permitted to keep this medication in his/her possession.
- b) If a student is found using or possessing an OTC medication without parent authorization, he/she will be brought to the school office and the parent/guardian will be contacted for authorization. The medication will be confiscated until a written authorization is received.
- c) Students shall not distribute medication of any kind to another student.
- d) A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The inhaler may be used at school or at a school-sponsored activity or program, provided the appropriate form is filled out and on file in the school office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or medication to any other student.
- e) Any unused medication unclaimed by the parent will be destroyed by the school personnel when a prescription is no longer to be administered or at the end of the school year.

SECTION VII TRANSPORTATION

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The following rules are to be observed by students riding school buses. Violations of these rules will result in disciplinary action and reported to parents through a Bus Conduct Report.

- a) Get on and off your regularly assigned bus at your designated stop in an orderly manner.
- b) Arrive at your designated bus stop before the bus is scheduled to arrive.
- c) Board the bus and go directly to an available or assigned seat. Remain seated while the bus is in motion, keeping the aisles and exits clear.
- d) Observe classroom conduct and obey the driver promptly and respectfully. The bus is an extension of the classroom. **Code of Student Conduct rules should be observed.** Go directly to the bus when dismissed from school. Go directly home from your bus stop.
- e) Use no profane language or gestures. Eating or drinking is not permitted on the bus when the bus is in motion.
- f) No tobacco, drugs, or alcohol should be in the possession of anyone on the school bus unless it is a medication given for a life threatening condition (i.e., bee sting kit, asthmatic inhaler, etc.)
- g) You must NOT throw or pass objects on, from, or into the bus.
- h) Keep all objects or parts of your body inside the bus at all times.
- i) Keep noise to a minimum. You may talk quietly. No talking is permitted at railroad crossings or other places of danger as specified by the driver.
- j) Cross the street at least ten (10) feet in front of the bus.
- k) Immediate removal is authorized when behavior poses a danger to persons or property or is a threat to the safe operation of the school bus. REMEMBER THAT RIDING THE BUS IS A PRIVILEGE.

2. DRIVING

Secondary students are not permitted to drive to and from school. Exceptions to this rule must be approved by the School Director, after a meeting is held with the student and parent/guardian. Any student who drives to school may have their driving privileges suspended for disciplinary reasons.

3. FIELD TRIP TRANSPORTATION

It is the school's policy that students shall be transported via authorized vehicles as delineated below. This applies to transportation to/from all school-sponsored events/activities before, during or after school.

- Regular school buses
- Public transit vehicles
- Commercial carriers

The school shall make every effort to have students transported via one of the above methods, or by the student's own parent/guardian. Please refer to the school office for additional policies/procedures related to student transportation.

Summit Academy prohibits acts of bullying, harassment or intimidation of any student, or other person associated with the school. Harassment, intimidation, bullying and cyberbullying means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student; and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This also includes violence within a dating relationship. Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark.

Harassment (includes intimidation, bullying and cyberbullying) of a student by other students is a violation of federal law and is contrary to the school's commitment to provide a physically and psychologically safe environment in which to learn.

- ***The procedure for reporting bullying/harassment may be obtained in the school office***
- Students must report acts of harassment, to teachers, schools employees, and/or school administrators
- Parents/guardians of students should file written reports of suspected harassment, with the school director or other appropriate administrator
- Teachers and other school staff who witness acts of harassment or receive reports of harassment will notify school administrators
- When acts of harassment are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences
- Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited
- False accusations can have serious effects on innocent individuals; therefore, all students are expected to act responsibly, and honestly whenever they present harassment allegations or charges

2. CELL PHONES

Summit Academy Management prefers that students not bring cell phones to school and will not accept responsibility for any phones brought into the school; however, we understand that some families want the students to have phones during transit times to and from school. Students are not permitted to use personal cell phones during class time. The phones must be turned off during school hours. In emergencies, parents/guardians should only contact students through the school office. Students found using personal cell phones during class times may have them confiscated and the cell phone will only be released to the parent/guardian.

3. CODE OF STUDENT CONDUCT

STUDENT RIGHTS & RESPONSIBILITIES

All students have the right to a Free Appropriate Public Education. With this comes the responsibility to keep oneself and others safe, be respectful of other people and property, participate fully in whichever activity one is involved in, and to provide honest feedback in any situation.

Summit Academy seeks to maintain a learning environment that is safe and conducive to learning. Therefore, when inappropriate student behavior disrupts the school environment, which includes the school, bus, and school-sponsored events, students may be denied participation in the educational system for a period of time, so as to maintain the supportive learning environment free of physical or emotional violence. Rules will be clearly stated so that students know what is expected.

Below, is a list of violations (please note that the list is not all-inclusive). A violation may result in an emergency removal, suspension or expulsion, depending on the nature and severity of the offense. The

determined based on the offense and history of offenses. In the at school or on school premises, the incident may be reported to the student receiving one of the aforementioned consequences.

- 1.A. Bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) on school property, in a school vehicle or to any school-sponsored event is a mandatory expulsion for not less than one year.
- 1.B. Possession of a weapon, other than a firearm, or use of a weapon against another person. This may result in expulsion.
2. Selling, attempting to sell, or giving controlled substances, dangerous drugs, counterfeit drugs, intoxicating substances or alcohol to another person. These infractions will be reported to the police.
3. Setting or attempting to set a fire.
4. Physically assaulting a staff member. This infraction may be reported to the police.
5. Persistent or flagrant violation of the CODE OF STUDENT CONDUCT following transfer to a new school setting for adjustment reasons.
6. Verbal assault on a staff member (abusive or threatening language).
7. Extortion.
8. Gambling.
9. Criminal acts.
10. Falsifying: a report against a staff member, a witness statement, providing false identification and/or forgery.
11. Setting a false alarm, filing a false bomb report, or making a false report to any agency which provides emergency services.
12. Smoking or using tobacco.
13. Possessing, concealing, or using intoxicating substances such as alcohol or drugs.
14. Intentionally or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm. (**An unwarranted, unprovoked physical assault on another student may rise to the level of expulsion, up to one year.)
15. Possession of explosives or use of explosives.
16. Possession of fireworks or use of fireworks.
17. Trespassing.
18. Theft.
19. Gross insubordination—failure to comply with directions or otherwise acting in defiance of school authority after specific warning of being insubordinate and in the presence of others.
20. Intentionally or recklessly damaging school or private property or behaving so as to present an imminent risk of such damage. (May rise to the level of expulsion, up to one year.)
21. Persistently being absent for or late for school or classes.
22. Unauthorized use of school or private property.
23. Possessing counterfeit controlled substances or items used in conjunction with marijuana or illegal drugs.
24. Possessing any substance containing tobacco, including items used in conjunction with tobacco.
25. Refusing to accept discipline, such as failure to serve a detention or accept other consequences.
26. Insubordination, such as failure to comply with directions of school personnel or otherwise acting in defiance of school authority
27. Aiding or abetting any violation of this CODE.
28. Engaging in sexual activity on or about school premises or sexual harassment.
29. Using profane, vulgar, racist, sexist or other improper language or gestures.
30. Hazing/harassing, bullying another student or school employee. This shall include hazing/harassing, bullying with any form of electronic device or web 2.0 tool. This form of bullying is known as “cyberbullying” and will not be tolerated.
31. Violation of individual school rules.
32. Violation of individual classroom rules.
33. Possession of beepers, pagers, personal cellular phones, and laser pointers will result in confiscation. Other electronic devices will be confiscated.

discipline policy regarding students fighting in school. If any student is involved in a fight, the student will be called for immediate removal of the student. If a student is involved in a fight, Summit Academy may call the police to intervene. A conference will then be arranged with the parent/guardian to discuss further action. This could lead to suspension or expulsion, depending on the nature of the violation.

STUDENTS WITH DISABILITIES

A student with a disability is a child who is receiving Special Education services for a disability as defined in the Operating Standards. These students may be suspended for not more than ten (10) days per school year without a manifestation determination and/or development of a Behavior Intervention Plan. If a child is suspended more than ten days, he/she is entitled to a manifestation determination. Repeated and/or serious violations may indicate that a change in placement or change to the student's Individualized Education Plan is warranted.

EMERGENCY REMOVAL

In accordance with Ohio Revised Code, Sections 3313.66, 3313.661, and 3313.662, a student may be subject to emergency removal if he/she breaks any of Summit Academy's codes of conduct and is a danger to oneself, others, or property or is an ongoing threat of disruption in the learning environment. The following procedure should be followed prior to the emergency removal. Please note: if the safety of the students or staff is in question, the responding staff may bypass steps below to ensure safety.

1. The staff member assigns the student to take a break in a designated area.
2. A "social autopsy" is then conducted by the Instructional Assistant or designee.
3. If the "social autopsy" is ineffective, the student should meet with the Director.
4. The Director determines if it is necessary for the student to meet with the Behavior Specialist. If yes, the student meets with the Behavior Specialist. If no, the student meets with the Director.
5. If the above is unsuccessful, the parent is contacted to speak to the student.
6. If the student is unable to de-escalate and return to class, the parent is contacted and asked to pick up the student immediately to discuss the emergency removal. The Secretary should state, "You must come immediately to get your child. He/she is being removed for his safety and the safety of others for the rest of the day. He/she is not suspended and is to return to school on the next school day." The Emergency Removal form is filled out.
7. The student shall be given a copy of the Emergency Removal paperwork. The parent or guardian must receive a copy of the paperwork within 24 hours.
8. A hearing shall be held within three school days from the time the removal is ordered which should include the parent, Director, Behavior Specialist and Teacher to discuss a plan of action.
9. A Functional Behavior Assessment and Behavior Intervention Plan are completed if necessary based on the severity and frequency of the behavior.

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

SUSPENSION

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

, the parent/custodian/guardian must be notified within twenty-
and such notice must include:
n to the Board or its designee
of the Board or its designee

- d. the right to request the hearing be held in executive session

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

EXPULSION:

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

A student may be expelled for violation of the Code of Student Conduct as described above.

APPEAL PROCESS for SUSPENSIONS & EXPULSIONS

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

5. **DRESS CODE**

In general, school dress should ensure the welfare, safety, and enhance a positive image of our students and school. Students are expected to practice good personal hygiene and have clean clothing and footwear that meets dress code standards. Any form of dress or grooming that attracts undue attention, distracts from instruction and/or interferes with health and safety will be considered unacceptable and the student will be referred to the School Director.

Outerwear (i.e., coats, jackets, boots, headbands) and book or gym bags must be stored in the assigned location during the school day.

- only – Jeans can be worn with special permission only. Summit uniforms that are modest.
- Skirts and shorts must be knee-length.
- should be tucked in.
- Belts – if pants, shorts, or skirts were designed for belts, then belts should be worn.
- Comfortable Shoes – tie, loafer or tennis shoes of any solid color are acceptable. NO platform shoes, sandals, or open-toed shoes. Tennis shoes must be tied at all times. No loose, dragging laces will be permitted. Tennis shoes must be worn in gymnasiums.
- Uniforms are required on all field trips, unless alternative dress is approved by the School Director.

Miscellaneous

- NO jewelry during Martial Arts or Physical Education classes; no dangling jewelry at any time
- NO headwear or sunglasses. These items must be removed before entering the building, stored in a book bag, and may be put on after exiting the building.
- NO clothing or footwear that may damage flooring and/or furniture
- NO sleepwear or bathing suits (unless specified for camp or field trip)
- NO see-through or sheer clothing, exceptionally tight or potentially distracting clothing, and spandex
- NO low-cut necklines
- NO gang-associated attire as determined by the director

6. PERSONAL PROPERTY

Students are prohibited from bringing items such as digital music devices (i-pods, MP3 players, etc.) or pocket video games, etc. to school. No pocketknives, lighters, or weapons of any type are allowed and possession of such items may result in legal prosecution. If the student brings items of this type to school, they will be confiscated—the parent/guardian must come in to retrieve it and further disciplinary action may result.

Exceptions to this rule may be special occasions whereby the School Director or teacher gives permission (i.e. video game day). Parents should receive notice in advance.

7. SEARCH AND SEIZURE

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of Summit Academy, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

8. SMOKING POLICY

The use of tobacco products is prohibited on the school grounds or at any school-sponsored function. Tobacco products include cigars, cigarettes, pipes, snuff, or any other matter or substance that contains tobacco. This shall include the use of electronic cigarettes.

9. SOCIAL NETWORKING

Please refer to Section III, #4.

INDEX of TOPICS

	Page
	9
	9
Activities, after-school	11
ADA	2
Admissions	3
Appeals process for student discipline	20
Arrival	9
Attendance	10
Bullying	17
Bus regulations	15
Calamity days	3
Call-off procedure	10
Cell phones	17
Classroom observation	5, 6
Clubs, after-school	11
Code of student conduct	18, 19
Communicable diseases	13
Communications	3
Computer use	7, 8
Conduct, student	17-21
Conferences	3
Cyberbullying	17
Disability	1
Discrimination	1, 2
Diseases, communicable	13
Dismissal	9
Dress code	20, 21
Driving	15
Emergency removal	19
Enrollment	3
Equal education opportunity	1
Expulsion	20
Fees (<i>see</i> Materials Fee)	4
Field trips	11
Full value contract	1
General information	3, 4
Grading scale	7
Harassment	17
Homework	7
Illness at school	9
Immunizations	13

TOPIC	Page
Internet use	7, 8
Introduction	1
Karate (<i>see</i> Martial Arts)	7
Lockers	3, 4
Lost and found	4
Lunch period	11
Materials fee	4
Meals, lunch	11
Medication procedure	13, 14
Mission	1
Nondiscrimination (<i>see</i> Equal Education Opportunity)	1, 2
Non-prescription medications	14
Parent notification (<i>see</i> Teleparent)	5
Phone use, cell phones	4, 17
Prescription medications	13, 14
Property, personal	21
PTA (PTST)	4
Records, student	5
Report cards	7
Safety	1, 4
School fee (<i>see</i> Materials Fee)	4
Search & seizure	21
Sign-in/sign-out students	10
Smoking policy	21
Snow days (<i>ref</i> calamity days)	3
Social networking	7, 8
Solicitation	5
Song, school	23
Storage compartments	3, 4
Student rights & responsibilities	17, 18
Suspension	19, 20
Technology	7, 8
Teleparent	5
Testing	8
Transportation	15
Truancy	9, 10
Vacations	10
Visitors	5, 6
Volunteers	6
Withdrawals	6



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to discover who we are;

and we hold in high esteem,



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as we live each day anew.



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STATEMENT OF RECEIPT OF HANDBOOK FOR STUDENTS/PARENTS/GUARDIANS

I, _____, acknowledge receipt of the Summit Academy
Handbook for Students/Parents/Guardians.
Parent/Guardian, PLEASE PRINT NAME

Signed: _____ Date: _____
(signature of parent/guardian)

Name of Student: _____
(please PRINT student's name)

Signed: _____ Date: _____
(signature of student)

PARENT/GUARDIAN: PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE