

Summit Academy Handbook

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Overview

Student's needs are met and growth obtained through truly individualized learning. Summit Academy students are not held back by perceptions of what they "should be" doing and are not pressured to obtain unrealistic goals. The age and ability span are wide enough to let everyone fit in.

Summit Academy is a model of early education that looks at the long-term development of the student for five year, rather than at the growth occurring over 10 months. Students are permitted to grow at their own rate, instead of one prescribed by rigid adherence to standardized expectations.

Our program is deeply rooted in the concept of community. The classroom supports diversity, working together, decision-making, cooperative learning and experience, and a strong sense of belonging. The aim is to create a safe, predictable, familiar environment for children to learn and grow together. We are a community of learners, rather than a collection of students and teachers. We share a commitment to each other and a common sense of purpose.

Behavior Plan

Intervention of behavior and education of school rules will take place constantly. A connection with home and school is very important. This booklet is one way of informing you, as parents/ guardians, of the program we follow at Summit Academy. Each child will have documentation regarding any behavior situation. This will include date, time, behavior, and restitution/ consequence, parent contact.

1. Teachers will review the choices the child has made and the appropriate behavior for the classroom. Child gets time out (1 minute per age level), note or call to parents regarding behavior and what has been done in the classroom.
2. Child gets time out (5-10 minutes) with written assignment of what happened, what they should have done, and what they will do from now on. This will also include an observation made by the child of a positive behavior he/she saw in the classroom. A drawing by a younger child will be necessary. A copy will be sent home to the parent. A Meeting with parent and child about what has happened may be necessary. A behavior plan will begin. This is a second offense and the seriousness of this behavior is now a warning. A copy of the section in the code of conduct that pertains to this behavior will accompany the note to parents.
3. If the behavior plan is not followed a conference will be called with principal, and parents. At this time suspension may be given.

Policies

At Summit, we are continually evaluating ways in which we can enhance our environment for our students. Special Policies are created to deter violence and create a peaceful environment. It is in childhood that our sense of self is born, our worldview is formed, and our methods of dealing with frustration and conflict are learned. It is also during this time that our ideals are inspired. If as children we learn to be peaceful-optimistic that we can achieve our dreams-as adults we can spend our time contributing fully to society rather than undoing unproductive habits. Our School is a Peaceful Place. An atmosphere of peacefulness and compromise includes cooperation, calmness, willingness to work out differences, ability to work collaboratively to solve problems, love and acceptance, and the ability to say, "I made a mistake. I will change my behavior and try again."

In our mission to continually provide a safe and healthy environment, we have created a code of conduct to require quality behaviors of all of our students.

NON-DISCRIMINATION

Summit Academy does not discriminate in its policies and practices because of an individual's race, religion, sex, national origin, height, weight, marital status, political belief, handicap, or disability which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

SEXUAL HARASSMENT AND INTIMIDATION TOBACCO-FREE ENVIRONMENT

Drug-free Workplace

The Academy Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the Academy's staff at any time while on school property or while involved in any school-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action.

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.
20 U.S.C. 3224A

EQUAL EDUCATION OPPORTUNITY

Every child regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by Summit Academy.

Equal Access for Student Clubs.

The Academy Board will not permit the use of school facilities by non school-sponsored, student clubs and activities or school-sponsored, extra-curricular clubs and activities during instructional hours. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non school-sponsored, student clubs and activities to meet on school premises shall be made to the principal, who shall grant permission provided that s/he determines that:

- A. The activity has been initiated by students.
- B. Attendance at the meeting is voluntary.
- C. No agent or employee of the school will promote, lead, or participate in the meeting.
- D. The meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school.
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same rules that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, social or economic status, and/or any other legally protected characteristic. In addition, there shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the meeting. The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by outside resource person(s) upon approval of the principal. The principal may exclude non-students from directing, controlling, or attending any such meetings of students.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

SEARCHES OF LOCKER, AUTOMOBILES, AND STUDENTS

Lockers Are Academy Property: All lockers assigned to pupils are the property of the Academy. At no time does the Academy relinquish its exclusive control of its lockers. The principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the principal or his/her designee. **Legitimate Use of Academy Lockers:** The Academy assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store Academy-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by Academy board policy or the public Academy principal or his/her designee, in advance of pupils bringing the items to Academy. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the Academy principal or his/her designee. **Search of Locker Contents:** Random searches of Academy lockers and their contents have a positive impact on deterring violations of Academy rules and regulations, ensure proper maintenance of Academy property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the Academy principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

The Academy principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The Academy principal or his/her designee shall supervise the search. In the course of a locker search, the Academy principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against Academy policy and rules.

Seizure:

When conducting locker searches, the Academy principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the Academy principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide Academy Safety Information Policy. Any items seized by the Academy principal or his/her designee shall be removed from the locker and held by Academy officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the Academy principal or his/her designee of items removed from the locker.

Notice of Policy:

A copy of this policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned an Academy locker.

INTERROGATION AND INVESTIGATION CONDUCTED IN SCHOOL

Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises, during a school-sponsored activity, to maintain the educational environment, and to prevent injury to persons or property. The Administrator has the responsibility and authority to determine when the assistance of law enforcement officials is necessary.

WEAPONS

Students in possession of a dangerous weapon/firearm, and or who commit arson or rape in school, on school grounds, or at school sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system, and the appropriate county department of social services or community mental health.

CORPORAL PUNISHMENT

Summit Academy does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

COMMUNICABLE DISEASE CONTROL

Summit Academy will enforce and adhere to the Michigan Public Health Code for the prevention, control, and containment of communicable disease in school. In addition, the Administrator will exclude any children who are out of compliance with the required immunization schedule. Any children suspected or diagnosed with a communicable disease will be excluded from school.

STUDENT SUSPENSION AND EXPULSION

No short-term suspension shall be imposed without first giving the student notice of the charges and allowing the student to defend his/herself. Written notice of long-term suspension or expulsion will be given to the parents or guardians and will include the time, date, and place that the student will be afforded an opportunity for a hearing with the Board of Directors.

The hearing procedure will include the following:

The parents or guardians will have the right to be present.

Parents and students have the right to hear a report of testimony.

The student has the right to confront and question the charging party.

The student will have the right to present their own witnesses.

The student has the right to testify in his/her own behalf and give reasons for his/her conduct.

CHILD ABUSE

Any employee of Summit Academy who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, will immediately report, or cause a report to be made to the local State Department of Social Services office. The Administrator is authorized to act in loco parent is to protect the interests of the students when allowing a student to be interviewed by DSS representatives or others, on school premises and will cooperate with DSS and other law enforcement agencies.

STUDENT ACCIDENTS

Any school employee who discovers an accident involving a student on school property shall report and document the accident

Administration of Medication

Medication includes both prescription and non-prescription medicine. The proper form, which includes written permission from the parent/guardian must be filled out and returned to the office before medication can be dispensed. The form will also include written instructions (name of student and medication, dosage, time, route and duration of administration). All parental permission forms must be accompanied by a doctor's written order. This includes all over the counter medication as well as all prescription medications. <> All medications will be administered by the administrative assistant,

teacher or other designated adult and in the presence of another adult. Medication must be brought into the office by the parent/guardian. Medication must be in an original, labeled container.

STUDENT RECORDS

All students records shall be treated as confidential and exist primarily for local school use or as otherwise stipulated. Summit Academy shall established appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case no more than 15 days after the request has been made.

Family and Medical Leave Act (FMLA)

Because of a birth of a child to the employee.

Because of adoption of a child by the employee.

Because a child has been placed with the employee for foster care.

To care for the spouse, child or parent of the employee if the spouse, child or parent has a serious health condition.

Because of a serious health condition that makes the employee unable to perform his or her job duties.

Although the leave provided by the FMLA is unpaid, the FMLA permits employers to require employees to substitute paid leave for unpaid leave. Therefore, employees shall use all accrued paid leave (sick, vacation or personal business days) to cover a portion of, or all of, the FMLA leave to which an employee is entitled. The 12-month period used to determine FMLA leave begins on July 1 and ends on June 30.

ATTENDANCE POLICY

Good attendance is essential to academic success and Summit Academy has the obligation to set minimum standards. Students are expected to be in school every day. Parents are responsible to see that their son/daughter is in school and that the requirements of the attendance policy and procedures are met. Parents are requested to call Summit Academy when their son/daughter will not be attending school.

Summit Academy Schools K-8 Attendance Policy

The state's compulsory attendance law recognizes an educational value in regular attendance at school. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students. Interaction

between students and staff and involvement in the total school environment are critical components of the learning process and are generally dependent on the student's presence in school and in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

To encourage our students to attend school the school board adopts the following policy:

1. Reporting Absences

The following are excused absences provided the parent or guardian calls the office between 7:30 a.m. and 3:00 p.m. the same day of the absence. Also acceptable is a call before 8:00 a.m. the day following the absence or a note signed by the parent or guardian turned into the office upon the student's initial return to school. Failure to notify the school properly will result in an unexcused absence. A doctor's verification may be required.

A. Illness, home confinement, hospitalization and funerals.

B. Medical or professional appointments which cannot be scheduled outside the school day must be verified with an appointment card or note from the doctor's office. If possible, this verification should be presented to the office prior to the appointment. Students having permission to leave the building during the school day must sign out and sign in at the office when leaving or returning to school.

C. Family related activities which require the presence of the children may be pre-excused by completing a pre-excused absence form at least one week in advance so arrangements may be made for make-up work to be missed. (Parents are reminded that any absence from school may be detrimental to the student's progress. Therefore, parents are encouraged to use this provision for sound and pressing reasons only.) D. Funerals involving members of the immediate family should be called into the office as. Approved school sponsored activities.

2. Suspensions

Suspensions will be treated as unexcused. Credit for work handed in after suspension is at the teacher's discretion.

3. Extenuating Circumstances

Extenuating circumstances presented by the parent or guardian will be considered by the principal or designee for an excused absence. Documentation is required to be provided by parent/guardian for extended absences. This documentation will be placed on file by the Building Administrator.

4. Unexcused Absences

Calls must be received by 3:00 p.m. the day of the absence or by 8:00 a.m. the next day or the absence is unexcused. (Also unexcused-instead of no phone call, no note received in the office upon the student's return.)

A. Skipping school will be considered as an unexcused absence.

B. Students who are truant from class or who leave school grounds during the school day

5. Missed Work

All work missed due to an absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher to arrange for all work missed the day of return.

6. Truancy referral

Students of compulsory school age who develop acute attendance problems will be referred to the Juvenile Division of Probate Court for appropriate action. Forms will be sent home to parents informing them of excessive tardies or absences. An additional contact will be made when excessive tardies occur. After 5 absences in a semester, a letter will be sent home and parent contacted. If a student receives 10 instances of absences in a class, the Building Administrator has the option of filing a JC01 form and Educational Neglect charges.

7. Attendance Limit

Full attendance is vital if our students are to receive maximum educational benefits. Each day in school is important academically and socially and once lost cannot be regained. Students with good attendance generally achieve higher grades and are better able to meet the challenges of our complex society.

A parent or guardian shall be entitled (upon request) to a hearing before the Building Administrator or his/her designee in the event there is any question regarding the application of the attendance policy to the student. Proper correction to the attendance record will be made in the event it is found the policy was improperly recorded. Any decision may be appealed through the due process procedure

CHRONIC EARLY PICK-UPS CAN RESULT IN THE FILING OF A JC01 FORM AND EDUCATIONAL NEGLECT CHARGES.

Car problems or oversleeping are not acceptable excuses for tardiness.

Summit Academy High School Attendance Policy

The state's compulsory attendance law recognizes an educational value in regular attendance at school. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students. Interaction

between students and staff and involvement in the total school environment are critical components of the learning process and are generally dependent on the student's presence in school and in the classroom. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

To encourage our students to attend school the school board adopts the following policy:

1. Reporting Absences

The following are excused absences provided the parent or guardian calls the office between 7:30 a.m. and 4:00 p.m. the same day of the absence. Also acceptable is a call before 8:00 a.m. the day following the absence or a note signed by the parent or guardian turned into the office upon the student's initial return to school. Failure to notify the school properly will result in an unexcused absence. A doctor's verification may be required. A. Illness, home confinement, hospitalization and funerals. B. Medical or professional appointments which cannot be scheduled outside the school day must be verified with an appointment card or note from the doctor's office. If possible, this verification should be presented to the office prior to the appointment. Students having permission to leave the building during the school day must sign out and sign in at the office when leaving or returning to school. C. Family related activities which require the presence of the children may be pre excused by completing a pre excused absence form at least one week in advance so

arrangements may be made for make-up work to be missed. (Parents are reminded that any absence from school may be detrimental to the student's progress. Therefore, parents are encouraged to use this provision for sound and pressing reasons only.) D. Funerals involving members of the immediate family should be called into the office as soon as practical. E. Approved school sponsored activities.

2. Suspensions

Suspensions will be treated as unexcused. Credit for work handed in after suspension is at the teacher's discretion.

3. Extenuating Circumstances

Extenuating circumstances presented by the parent or guardian will be considered by the principal or designee for an excused absence. Documentation is required to be provided by parent/guardian for extended absences. This documentation will be placed on file by the Building Administrator .

4. Unexcused Absences

Calls or note must be received by 4:00 p.m. the day of the absence or by 8:00 a.m. the next day or the absence is unexcused. (Also unexcused-instead of no phone call, no note received in the office upon the student's return.) A. Skipping school will be considered as

an unexcused absence. B. Students who are truant from class or who leave school grounds during the school day without permission from the office will be considered unexcused for the entire day.

5. Missed Work

All work missed due to an absence must be completed to the satisfaction of the teacher. It is the student's responsibility to contact each teacher to arrange for all work missed the day of return.

6. Truancy referral

Students of compulsory school age who develop acute attendance problems will be referred to the Juvenile Division of Probate Court for appropriate action. Forms will be sent home to parents informing them of excessive tardies or absences. After 5 full day absences in a semester, a letter will be sent home and parent contacted. The Building Administrator has the option of filing a JC01 form and Educational Neglect charges.

7. Attendance Limit

Full attendance is vital if our students are to receive maximum educational benefits. Each day in school is important academically and socially and once lost cannot be regained. Students with good attendance generally achieve higher grades and are better able to meet the challenges of our complex society.

A parent or guardian shall be entitled (upon request) to a hearing before the high school principal or his/her designee in the event there is any question regarding the application of the attendance policy to the student. Proper correction to the attendance record will be made in the event it is found the policy was improperly recorded. Any decision may be appealed through the due process procedure.

TARDY POLICY

Prompt arrival to all classes is an expectation at Summit Academy High School . Students not in class at the designated times will be considered tardy. If accompanied by a signed pass from a staff member, late students will not be considered tardy.

Note: Car problems or oversleeping are not acceptable excuses for tardiness

Building safety:

Any adult that does not usually pick up child will be asked for positive picture I.D. by a staff person before child will be dismissed. A sign is posted at the main entry. "In an effort to maintain a safe environment for the students we require all visitors and parents to register at the office." All visitors/ volunteers will wear a button/ visitor name tag.

When an adult enters the building they must sign the volunteer book. If an adult is seen in the building without a button/ visitor name tag, or an office slip: Staff person will escort him/her to the office.

In the office the adult must sign in the volunteer book or the guest book.

Child visitors from another school:

Advance notice from parents of both children in writing.

Permission from administrator must be given prior to the visiting day.

Late slip and early dismissal slips will be used when your child is entering or leaving school between 8:05 and 2:40.