



SUMMIT
ACADEMY

2019-2020

FAMILY HANDBOOK

502.244.7090
11508 MAIN STREET
LOUISVILLE, KY 40243
SUMMIT-ACADEMY.ORG

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Fall 2019

Dear Parents and Students:

Welcome to Summit Academy! We are pleased that you are a part of our community.

This handbook outlines the policies and procedures that govern day-to-day life at Summit Academy and provides an overview of our expectations. The concept of acceptance for individual differences and respect for self, others and community are core values at Summit Academy – not only as ideas to be taught, but also to be practiced.

Summit Academy is a community where students experience intellectual, academic, social, emotional, physical and character growth in a structured, secure learning environment.

I look forward to working with each of you toward this common purpose as we embark on another wonderful year.

With best wishes,

Doug Strothman
Head of School



SECTION I – FACULTY AND STAFF

- ▼ Administrative Staff
- ▼ Faculty
 - Primary (PreK – 3)
 - Intermediate (4 – 5)
 - Middle School (6 – 8)
 - High School (9 – 12)
 - Special Area

ADMINISTRATIVE / SUPPORT STAFF

Position	Name	E-Mail Address
Head of School	Doug Strothman	dstrothman@summit-academy.org
Principal	Rebecca Hoffmann	rhoffmann@summit-academy.org
Director of Admissions and Academics	Stephanie Cain	scain@summit-academy.org
Enrollment Coordinator	Barbara Waldrop	bwaldrop@summit-academy.org
Director of Development	Kelly Jarboe	kjarboe@summit-academy.org
Director of Communications	Chevonne Dumke	cdumke@summit-academy.org
Director of Information Technology	Adam Hribek	ahribek@summit-academy.org
Director of School-to-Work Program	Ben Harris	benharris@summit-academy.org
High School Division Head	Susan Beach	sbeach@summit-academy.org
Director of Finance and Facilities	Renee Lindsey	rlindsey@summit-academy.org
Payroll Bookkeeper/Librarian	Denise Cobb	dcobb@summit-academy.org
Office Manager	Allison Portale	aportale@summit-academy.org
<i>Tree House</i> Coordinator	Gray Middleton	gmiddleton@summit-academy.org
Food Services Coordinator	Sandra Rutledge	srutledge@summit-academy.org
Custodians	Steve/Lauren Traynor	N/A

FACULTY

PRIMARY TEAM

Grades Pre-K – 3

Lead Teachers: Emily Lape, Karli Long, Jill Meckle, Denise Metzertott, Debbie Towson

INTERMEDIATE TEAM

Grades 4 – 5

Lead Teachers: Julia Albicocco, Amanda Blue, Holly Heuglin

MIDDLE SCHOOL TEAM

Grades 6 – 8

Lead Teachers: Susan Hill, Monica Nelson, Dana Rees, Sue Sabo

HIGH SCHOOL TEAM

Grades 9 – 12

Lead Teacher: Susan Beach, Keeley Finn, Ben Harris, Jenny Miller

SMALL GROUP INSTRUCTORS:

Donna McCune, Brian Sigman, Lynn Slaughter, Joe Wight

SPECIAL AREAS:

Art	Gray Middleton
Library Science/Junior Achievement	Denise Cobb
Music	Lynn Slaughter
Physical Education	MBC
SOS	
Technology Instruction	Brian Sigman





SECTION II - GOVERNANCE

- ✔ Board of Trustees
- ✔ Mission Statement
- ✔ Vision Statement
- ✔ Philosophy
- ✔ Certification and Accreditation
- ✔ Equal Opportunity

SUMMIT ACADEMY BOARD OF TRUSTEES

Susannah Stevenson - President / Matt Hatfield - Vice President

Lenny Gant – Treasurer / Jennifer Gomez – Secretary

Head of School – Doug Strothman

Members at Large – Christy Ames, Belinda Dimas, Jennifer England, Lenny Gant, Mary Harville, Mark Mucci, John Nehil, Anna Smith, Marcia Sparks, David Strite, Margaret Thornton

MISSION STATEMENT

Summit Academy provides a transformative educational experience for students who learn differently by cultivating each student's academic, social, and emotional success in a vibrant and compassionate environment.

VISION STATEMENT

The Board of Trustees, Administrative Staff, Faculty and Parents will work together to achieve the following goals:

- Expanding our facility to fully meet the program needs in the arts, technology, and all aspects of academic development for up to 270 students.
- Moving towards financial sustainability through endowed funds.
- Creating an employee compensation package that encourages and rewards exceptional performance, continuous improvement and effective teamwork.
- Maintaining a school culture where each student feels valued and respected as an individual with his/her own unique gifts.

PHILOSOPHY

We believe:

- Every child is valuable and necessary to our society.
- Every child is unique and has a different combination of strengths and weaknesses.
- Children deserve to be *taught* in a way that allows them to be successful.
- Children need individual attention from educators in order to properly assess and address their needs.
- Children must have the earliest possible intervention to mitigate the effects of learning differences on their academic success and emotional well-being.
- Children need an emotionally safe environment in order to learn.
- Children need a school that addresses their social, emotional, physical and academic needs.
- Children need a joint cooperative commitment between family and school in order to be successful.
- Children benefit from the use of technology in the remediation of learning differences.

Because we believe these things, we will:

- Use the most current diagnostic tools and tests to identify a student's learning challenges.
- Adapt our curriculum to meet the changing needs of the students.
- Integrate the teaching of organizational and compensatory skills into the daily curriculum.
- Commit to having a very low student/teacher ratio.
- Provide a Kindergarten program for early detection of learning differences and disabilities.
- Create an atmosphere of mutual respect and a structured, secure environment for our students.

- Continue our commitment to a complete curriculum that includes art, music, drama, physical education.
- Provide extra-curricular activities that correspond to current students' interests. These may include - art club, drama club, basketball, soccer, chess club, environmental club and cheerleading.
- Have a multi-faceted approach to communication with parents, including conferences, weekly newsletters, website and daily notes.
- Introduce and use new technology as part of the instructional process and identify and provide access to whatever specialized technology a student requires.

For more information regarding the cornerstones of our high school program, please refer to the high school addendum section of this handbook.

CERTIFICATION AND ACCREDITATION

Summit Academy is accredited by the Kentucky Department of Education and is governed by all policies and procedures applicable to a certified non-public school in the state of Kentucky.

Summit Academy is also a fully-accredited member of ISACS (Independent School Association of the Central States), and as such, participates in re-accreditation every seven years as required by ISACS. Summit Academy is also a member of the National Association of Independent Schools, and the Kentucky Association of Independent Schools.

The school also holds membership in the following associations: The Learning Disabilities Association, and the Middletown Chamber of Commerce and the Jeffersontown Chamber of Commerce.

EQUAL OPPORTUNITY

Summit Academy does not discriminate on the basis of gender, race, color, religion, nationality or ethnic origin in administration of its policies and programs.





SECTION III – FINANCE

- ✔ Tuition
 - Tuition Payments
 - Board Adopted Tuition Payment Policy
 - Tuition Payments for Late Enrollment
 - Late Fees

- ✔ Re-enrollment

- ✔ Readmission After Delinquency Dismissal

- ✔ Withdrawals and Dismissals

- ✔ Tuition Assistance

- ✔ Development and Fundraising

TUITION

Payments

As a non-profit institution, timely payment of tuition by our families is crucial to the ability of Summit Academy to function.

FACTS payment system:

All Summit families are required to establish an account and payment plan in the FACTS system which can be done through the Summit Academy website. Options available for payment through FACTS include:

- Prepayment in full. You may pay your entire yearly tuition before June 30 and receive a discount on the total tuition amount. Please inquire about the discount each year.
- Automated monthly draft of a checking or savings account.
- Automated monthly charge to a credit card.

Incidental fees (lunch, before and after school care, etc.) will also be collected through the FACTS system.

Board Adopted Tuition Payment Policy

Tuition is due on the 15th of each month. A Tuition Account will be declared delinquent 15 days after a payment due date is missed. Families must schedule a meeting with the Director of Finance within 20 days of the missed payment due date to make arrangements to return the account balance to “current” status. Families who do not contact the Director of Finance within 20 days of missing a payment will be contacted directly by the Director of Finance to set an appointment to discuss available options.

If a second payment due date is missed without a meeting with the Director of Finance being scheduled and the account balance continues to be delinquent, then the student may not be allowed to return to school and Summit Academy may take legal action to bring the account current.

Tuition Payments for Late Enrollees

For students who enroll after the start of the school year, monthly tuition payments are pro-rated at a daily rate, which will be reviewed with you by the Director of Finance. Payment for the month in which your student starts school is due on their first day of attendance. The remaining tuition balance is payable in equal installments over the remaining months of the school year.

Late Fee

If your tuition payment is made fifteen days after the due date, a late fee of \$25.00 will be assessed to your account. It is your responsibility to notify the Director of Finance to arrange a payment schedule if you are unable to meet your monthly payment. Admission or re-admission for any semester or year may be denied to any student where financial obligations are not current.

RE-ENROLLMENT

Current enrollment at Summit Academy does not guarantee re-enrollment for the following year. Every current family must request re-enrollment each year when the re-enrollment forms

are sent out at the end of January.

- We will not hold a spot for a student whose tuition payments are not current.
- There may be annual tuition increases, as determined by the Board of Trustees.

READMISSION AFTER DELINQUENCY DISMISSAL

If a student has been dismissed or denied readmission for a parent's chronic payment delinquency, that student is not guaranteed readmission to the school even if all accounts are made current. Readmission will be determined on an individual basis by the Head of School.

WITHDRAWAL/DISMISSAL

If a student must be withdrawn, or is dismissed from Summit Academy, the parents/guardians are responsible for tuition up to, and including, the entire month in which the student is withdrawn or dismissed. If tuition was paid in advance for the entire year, a refund will be given for any months the student does not receive services. Grounds for dismissal are defined in the Student/Parent Handbook, Section VII. Tuition paid during the summer months prior to the start of school is considered earned tuition and is not refundable.

Student Records for Delinquent Accounts

If a family has defaulted on its financial obligations to Summit Academy, official school records/transcripts may be withheld until the account is settled.

TUITION ASSISTANCE

Need-based tuition assistance is available to qualifying families. Families wishing to apply for tuition assistance **must apply ONLINE with FACTS. The link can be found through the admissions tab on the Summit Academy website.** There is a nominal fee to submit the application. Please contact the Director of Finance for more information.

The FACTS system provides an objective, consistent method for calculating a family's ability to contribute to educational expenses. The FACTS gathers data from families, analyzes it carefully and reports to a school an estimate of what parents can reasonably be expected to contribute towards their student's education. Summit Academy's Board of Trustees determines annually, what percentage of the difference between what a family can afford to pay and the actual tuition can be awarded as financial aid.

Families must reapply for aid each year by the end of March. It is the intention of the Board of Trustees to renew assistance annually, provided a financial need continues to be demonstrated. The exact amount of the award may vary. In order for a financial aid application to be considered, a family must be current with tuition payments.

TIMELINE

- January – reenrollment forms for the upcoming school year are sent out in late January
- February – parents may begin filing their financial aid application either online or via mail with FACTS
- After April 15, the financial aid committee meets to view the report from FACTS and make financial aid allocations
- By May 1 parents are notified of financial aid for the upcoming school year
- Families who apply after the committee has met, may not receive financial assistance

unless there are remaining funds in the financial aid budget. Returning students receiving assistance have priority over new students.

DEVELOPMENT AND FUNDRAISING

Summit Academy is an independent, not-for-profit school. We receive no city, state, or federal funding. Tuition and fees typically cover about 75-80% of Summit's annual budget. The remaining funds needed to operate the school are generated through fundraising efforts and activities. The Development Office works year-round to raise support for Summit Academy through the annual fund, special events, grant proposals, sponsorships, and many other activities vital to the life of the school. Summit Academy is registered as a 501(c)3 non-profit; therefore all contributions are tax deductible.

Parental support and active participation in the life of the school sends a positive message to our students and to the foundations and corporations who support us. We expect that our parents will participate in the various fundraising activities of the school. Just as every student matters, your gift matters! A gift of any size signifies your confidence in us as a school worthy of your support. All gifts are vital to the support of Summit Academy's annual, facility, scholarship and endowment needs.

WAYS TO GIVE

There are many ways to support Summit Academy:

- **Annual Fund:** The annual fund is the core of Summit Academy's fundraising efforts, ensuring a strong financial base for the school. Annual fund gifts are raised throughout the fiscal year (July 1 – June 30) and help us bridge the gap between tuition revenue and total operational expenses. The funds raised support all aspects of Summit Academy, including classroom supplies and books, skilled teachers, supplemental services, building and grounds maintenance, financial aid, and more.
- **Special Events:** Summit Academy holds two signature fundraising events each year – the Mountaintop Breakfast in the fall and Bluegrass, Bourbon & BBQ in the spring. These events are a fun and exciting way for Summit families and the community at-large to get involved and support the school.
- **Financial Aid:** Summit Academy is proud to offer a need-based financial aid program. We understand the financial planning and commitment families make to attend Summit. We actively raise funds year-round to help support our financial aid program, allowing us to offer as much need-based tuition assistance as possible each year.
- **Endowed Funds:** The Jeffrey T. Thornton Memorial Fund and Summit Academy Board Endowed Fund are the two permanent endowed funds from which only interest income is spent, while the principal remains untouched and continues to grow. It is important that we continue to build Summit Academy's endowments to ensure that future generations have continued access to the vital educational experience offered at Summit Academy. The Jeffrey T. Thornton Memorial Fund is managed by The Community Foundation of Louisville, and the Summit Academy Board Endowed Fund is managed by the Board of Trustees.
- **Matching Gifts:** Many companies offer matching gifts programs to their employees. This means that if you make a charitable gift, they will make a matching gift to the same charity. You could make a substantial gift to Summit Academy in this way, so be sure to ask your employer if this is a benefit at your company.

- **Gifts In-Kind:** Some individuals or organizations prefer to make a gift in-kind, or provide goods or services as a gift to the school at no cost. We receive many and varied gifts in-kind, and they are very much needed and appreciated. Some of the gifts have included contracting services, cleaning, architectural services, books, landscaping, auction items and many others.
- **Planned Giving:** Planned gifts serve as a meaningful way to create a lasting legacy and fulfill your financial and philanthropic goals. Planned gifts help you meet your personal, financial and estate planning goals and can provide tax benefits and even income. Please feel free to contact us or speak with your financial advisor for more information

If you would like to make a gift of any kind to Summit Academy, please contact our Development Office.





SECTION IV – ATTENDANCE

- ✔ Arrival and Dismissal
 - Morning Arrival and Carpool
 - Afternoon Dismissal and Carpool
 - Late Pickups
 - Alternate Carpool Arrangements
 - Carpool Diagram

- ✔ Visiting the Classroom

- ✔ Absences, Tardiness and Truancy

- ✔ Releasing Students During School Hours

- ✔ Student Illness During School Day

- ✔ School Closings
 - Delayed Opening/Early Dismissal
 - School Messenger

ARRIVAL AND DISMISSAL

Morning Arrival

The school opens at 8:00 a.m.

All students should arrive **no later than 8:10 a.m.**

If your student's Homeroom Building is:	Arrive at:	Use Lane:
Tykes' Peak (Pre-K & K)	8:00 a.m.	Lane 4
Annex Building	8:00 a.m.	Enter from Frank Avenue
Main Building	8:00 a.m.	Lanes 1, 2, & 3
Tree House Before-School	7:30 a.m.	Park and come in

- Summit Academy does not assume responsibility for students left to wait outside the school prior to the opening of the doors at 8:00 a.m.
- All students will be greeted by a staff member at the Unloading Zone for your building until 8:10 a.m.
- If your student arrives **after 8:10 a.m., your student is tardy** and you must **park** and check them in at the **Main Building**, even if their class is in another building. All other doors are locked and secured at 8:10 a.m.
- Do not get out of your car in carpool line. If you have business in the school, park your car and come to the Main Building to check in.

Tykes' Peak Students:

Enter campus from Main Street. Stay left, using Lane 4 and proceed straight ahead to the Tykes' Peak half-circle driveway – stop at the gate.

Annex Building Students:

Enter campus from **Frank Avenue** at the rear of campus. Stop at side entrance of Annex Building, across from Tykes Peak. Let your student out and **exit to your right out the alley to Harrison Avenue.**

Main Building Students:

Enter campus from Main Street. **Using Lanes 1, 2, & 3** follow lane around to the side door stop sign. When it is your turn, pull up **PAST THE CROSSWALK** and a staff member will open the car door to let your student out on the **passenger side of the vehicle**. Exit out the alley to Harrison Avenue.

Tree House Before-School Care (K-8th Grade):

Enter campus from Main Street and **park** at the main building. Please **do not** stop in the crosswalk. Parents **must** come into the school to **sign-in your student** at the front desk. Upon leaving, exit out the alley to Harrison Ave.

High school students participating in early morning drop off at 7:40 should drop-off at the main entrance for the Annex building.

Afternoon Dismissal

If your student's Homeroom Building is:	Arrive NO SOONER THAN:	Using Lane:
Tykes' Peak (Pre-K & K)	2:45 p.m.	Lane 4
Annex Building	3:00 p.m.	Enter from Frank Avenue
Main Building	3:00 p.m.	Lane 1, 2, & 3
Tree House After-School	3:15 - 6:00 p.m.	Park at back of Annex

Because of limited driveway space, we ask your cooperation to make carpool run smoothly and to avoid blocking traffic on Main Street.

- For pick-ups, please write the student(s) LAST name in black marker on a brightly colored piece of paper and put it in your windshield. This will expedite carpool.
- Your carpool **TIME AND LOCATION** are determined by the location of your student's **HOMEROOM**.
- Please **do not arrive for carpool before your designated time**. We use staggered dismissal times; if you are in line at the wrong time, you will block the other cars.
- Please **DO NOT PARK** in front of the main building at all after 2:00. The parked cars interfere with carpool lanes. If you need to pick up your student early, but during carpool, you must park at the back of campus, or in the guest parking at the center median, and come to the main building to sign them out.
- Please **DO NOT EXIT** onto Main Street during carpool hours. Use the alley leading to Harrison Avenue.

TYKES' PEAK STUDENTS:

Enter campus from Main Street. Stay left, **using Lane 4** and proceed straight ahead to the Tykes' Peak half-circle driveway – stop at the gate.

ANNEX BUILDING STUDENTS:

Enter campus from **Frank Avenue**. Dismissal will be from the side door of the Annex Building. Exit to your right via the **alley leading to Harrison Avenue**.

MAIN BUILDING STUDENTS:

Enter from Main Street using Lanes 1, 2, & 3. Proceed to side door and STOP at the stop sign. When instructed, pull ahead to the LOADING ZONE to pick up your students. Exit out the alley to Harrison Ave.

MULTI-STUDENT CARPOOL:

If you have a Main Building **AND** an Annex Building student - use the above procedure for the Main Building student. Your student from the Annex Building will be called to the Main Building at the end of the day. If you have a Tykes Peak student **AND** a Main Building or Annex Building student – use the above procedure for the Tykes Peak student first.

TREE HOUSE CARPOOL :

Enter campus from Main Street, using Lane 4 continue straight to the back of the campus to the left of the Annex building. **PARK YOUR CAR**. Please do not pull up in front of the door or block the driveway. Go to the top of the stairs to **check your student out of after school care**. Exit out the alley to Harrison Ave.

Late Pick-Ups

- Students who have not been picked-up by 3:15 p.m. will go to the Tree House Extended Day Program.
- If you pick up your student after 3:30 p.m., the charge is the \$20.00 standard drop-in rate.

Pick up from The Tree House is in the rear of the Annex Building. The Tree House closes at 6:00 p.m.

Alternate Car Pool Arrangements

Your student's safety is paramount. If your regular pick-up arrangements or person changes, **WE MUST BE NOTIFIED prior to dismissal!** You should notify your student's homeroom teacher in writing, when possible.

If alternate plans are made during the school day, please call as early as possible to inform the school. There is a chance that carpool changes that are called in late in the day or during dismissal may not get communicated in time to prevent the student from going with his or her regular carpool.

SUMMIT ACADEMY CARPOOL PROCEDURE

(NOT TO SCALE)

ENTER FROM FRANK AVENUE

WATTERSON TRAIL →

[BACK FIELD]

TYKES' PEAK

PREK-K

TYKES' PEAK
DROP-OFF/
PICK-UP

EXIT ONLY

ANNEX

ANNEX
DROP-OFF/
PICK-UP

EXIT

PLAYGROUND

TYKES' PEAK

MAIN BUILDING DROP-OFF/PICK-UP

MAIN BUILDING DROP-OFF/PICK-UP

MAIN BLDG.
DROP-OFF/
PICK-UP

MERGE
MERGE

MAIN BUILDING

**SUMMIT
ACADEMY**

PRACTICAL
LIVING

MAIN BUILDING

MAIN BUILDING

MAIN BUILDING / TYKES' PEAK

Harrison Avenue

Main Street

Main Street

VISITING THE CLASSROOM

AFTER THE LABOR DAY WEEKEND, parents are welcome to visit in the classroom or to join their student for lunch. This allows our students to settle into their new year school routine. After the Labor Day weekend, if you would like to visit in the classroom, please call at least one day in advance to schedule your visit. It is not necessary to call for a lunch visit, although you will need to bring your own lunch.

ABSENCES, TARDINESS AND TRUANCY

The Commonwealth of Kentucky truancy law (702KAR 7:125) states:

“All students are required by law to attend school every day and to be on time for school and all classes. The school should keep record of excused and unexcused absences daily to comply with Kentucky School Law, KRS 159.50, which states, “**Any student** who has attained the age of six years, but has not reached his or her eighteenth birthday, **who has been absent without a valid excuse for three or more days, OR (who has been) tardy without a valid excuse on three or more days is a truant.** The law defines a habitual truant as “any student who has been reported as truant two or more times.

Any parent, guardian, or custodian who fails to comply with the requirements may face fines of \$100 for the first offense and \$250 for the second offense and may be charged with a Class B misdemeanor for each subsequent offense. Charges of educational neglect and/or unlawful transaction with a minor may also be filed.”

Truancy at Summit Academy may result in:

- An incomplete for the grading period
- A referral to Child Protective Services for educational neglect
- A referral to Family Court for legal action for continued absences
- Dismissal from Summit Academy

Absence Procedure:

If a student will be absent, please call the school by 8:30 a.m. to report the absence. We strongly encourage you to schedule doctor and dentist appointments, etc. outside the school day and calendar. Our students benefit from as much continuity and consistency as possible.

Excused Absences include:

- Student illness
- Doctor, Dentist, Therapy, or other medical appointment
- Funeral
- Weather or Vehicle Emergency

Unexcused Absences include:

- Overslept
- Didn't want to attend
- Slow to get going
- Running late
- Personal vacation or travel

RELEASING STUDENTS DURING THE SCHOOL DAY

If a student is to be excused early, the parent must notify the homeroom teacher **in writing**. Students departing prior to regular dismissal must be signed out by an authorized adult. The sign-

out log is located at the reception desk. Only adults who have been previously designated as "authorized" may pick up students prior to dismissal.

STUDENT ILLNESS DURING THE SCHOOL DAY

At the discretion of administration or office personnel, a parent or guardian will be asked to come and pick-up a student from school or remain home from school if any of the following exist:

- Any illness that prevents the student from participating comfortably in program activities
- Any illness that results in a greater care need than the staff can provide without compromising the health and safety of other students (or for clerical staff, compromising routine work duties)
- The student has any of the following conditions:
 - Fever only that is **100.5°F or higher (student must be ****fever free**** for at least 24 hours to return to school)**
 - **OR** -
 - Temperature of less than 100.5°F **AND** they have other signs of illness such as: difficulty breathing, unusual lethargy, irritability, or persistent crying
- The student is too physically ill to function in the school environment or has evidence of communicable disease as outlined in other recommendations.
- **Diarrhea** defined as an increased number of stools compared with the student's normal pattern **and/or** stool that is not contained by toilet use.
- **Vomiting two (2) or more times in the previous 24 hours**, unless the vomiting is self-limited, is determined to be due to a non-communicable condition, and the student is not in danger of dehydration.
- **Undiagnosed rash or draining sore.**
 - A student with a rash should be excluded from school unless he/she has a current statement from a licensed health care provider stating
 - o The presence of the rash does not represent an illness that is contagious.
 - o The student is well enough to perform normal daily activities.
 - Staff should call the parent/guardian as soon as a rash is noticed, to pick their student up from school.
- **Conjunctivitis (pink eye) with purulent (pus) drainage** until resolved OR until provides a statement from their healthcare provider that student can return to school and is not contagious.
- Diagnosed **impetigo** or **strep throat** until 24 hours after treatment has begun **AND** student has been ****fever free**** for 24 hours.
- **Head lice**
- **Scabies** until 24 hours after treatment has begun.
- **Chicken Pox/Varicella** until six (6) days after onset of rash **AND** until all lesions have dried and crusted over, usually 7-8 days
- Diagnosed **pertussis (whooping cough) or mumps** until Louisville Metro Department of Public Health and Wellness states student can return.
- **Tuberculosis** until Louisville Department of Public Health and Wellness states student can return.

*****“FEVER FREE for 24 hours” means that the student has been able to maintain a normal body temperature, without the usage of medications of any sort, for 24 hours from when the onset of fever was noticed by school personnel or parent/guardian*****

SCHOOL CLOSINGS

All families will be notified of closures, delays, or early dismissals via email, voicemail, and text by SchoolMessenger, the notification system utilized by Summit Academy.

Decisions to close Summit Academy, weather related or due to other emergencies, will be made independent of any other school system. In the event of inclement weather please also watch (WAVE3, WHAS, FOX, or WLKY) or listen (970AM or 840AM) to your local news.

A one hour delay is also possible in which case Summit Academy will start at 9:00 a.m. No before-school care will be available in this situation. Similarly, Summit Academy may close early as a result of severe weather or other contingencies, in which case no after-school care will be provided nor will scheduled clubs meet. In the event of early dismissal, Parents/Guardians are responsible for picking their students up from Summit Academy as soon as possible.



Summit Academy has implemented the SchoolMessenger notification system primarily to communicate school closings and delays due to severe weather, however it may also be used in the event of an emergency or to broadcast other important announcements. SchoolMessenger communications from Summit Academy will come in the form of phone calls (voice messages) and/or text messages.

Information regarding how to opt-in to these messages will be sent at the beginning of the school year. Please watch for these announcements.

Throughout the course of the year, if you have questions about the SchoolMessenger system, please contact the school directly.





SECTION V – COMMUNICATION

- ✔ *The Monday Update*
- ✔ Summit Academy Website and Social Media
- ✔ Assignment Notebook
- ✔ Progress Reports and Conferences
- ✔ Communication with Non-Custodial Parents
- ✔ Parent Teacher Organization (PTO)
- ✔ Parent Involvement
- ✔ Change of Contact Information
- ✔ Summit Academy Management Portal – “SAM”

THE MONDAY UPDATE

The Monday Update will be **EMAILED TO ALL PARENTS and GUARDIANS** early every Monday morning. It can also be accessed via our website by going to www.summit-academy.org/monday-update. The Update includes reminders, announcements, accolades, and a calendar of upcoming events.

Parents are welcome to submit announcements or other extra-curricular news. Please forward submissions to the Director of Communications. Items for the Update **MUST BE SUBMITTED BY THURSDAY NOON** for distribution the following Monday.

SUMMIT ACADEMY WEBSITE AND SOCIAL MEDIA

Here are some of the features and resources available online at www.summit-academy.org:

- School Blog
- Staff Directory
- Tuition Payment
- School Calendar/Lunch Calendar
- SAM portal
- PTO information
- Support Summit
- Club and summer camp registration
- Volunteer forms
- Event Tickets/RSVP

Summit Academy has a presence on Facebook, Twitter, LinkedIn, and Vimeo. Photos, videos, and information regarding school events, happenings, and announcements can be found through these outlets. Questions requiring a response from an administrator or other staff person should be directed to the school via phone or email.

ASSIGNMENT NOTEBOOK

Each student will receive an assignment notebook. This notebook goes back and forth between home and school daily. It is used by the student to record homework assignments and by the teacher and parent to record notes. Parents and teachers are to initial the assignment notebook daily so we can be sure that messages are being received. Daily homework assignments and general class information will also be sent home by the teachers via email.

PROGRESS REPORTS AND CONFERENCES

Progress Reports are issued in October, February and May, as indicated on the Student Calendar. The October, February, and May progress reports will be given to the parents at the parent/teacher conference for that grading period. For students in grades K-8, conferences are conducted by your student's Literacy teacher, and are thirty minutes in length. For students in grades 9-12, parents will meet with the high school team for conferences and the student is required to attend and participate. If a parent is unable to participate in a conference during the designated conference time(s), the student's progress report will be mailed.

Special conferences can be scheduled as needed. If you wish to meet with your student's homeroom or other teacher, or an administrator, please call the school office.

COMMUNICATION WITH NON-CUSTODIAL PARENTS

All custodial parents must submit a ***notarized copy of the custody section*** of the divorce decree to school officials upon enrolling their student. This document is needed to protect the legal rights of the custodial parent and student.

School officials will not permit non-custodial parents to visit a student at school or pick him/her up during or after school unless the custodial parent gives written permission. This includes a non-custodial parent eating lunch at Summit Academy with his/her son/daughter.

However, Summit Academy is required to follow the law regarding rights of non-custodial parents regarding their right to see academic and disciplinary records and to talk to school administrators and faculty regarding his or her student's progress. Summit Academy is not required to contact the custodial parent if such information is requested by the non-custodial parent.

In *special* cases where a court order states that the non-custodial parent has no right to information about his/her student, the ***custodial parent must present a copy of the document*** to the Principal to be kept on file. School authorities have the right to ask the non-custodial parent to confirm this arrangement with the custodial parent.

It is the responsibility of parents to keep the school informed of special family arrangements with regard to the custody of the student. Parents should not assume that school officials are aware of court orders regarding custody.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the Summit Academy Parent Teacher Organization is to support and enhance the educational experiences of Summit Academy's students and to promote open communication and understanding between Summit Academy's teachers, staff and parents. To accomplish this, the organization shall:

- Host various social events to better foster a sense of community between the school and families
- Hold meetings to provide an opportunity for the communication of ideas and suggestions between teachers, staff and parents
- Conduct school-approved fundraisers throughout the year that will provide funds to enhance the educational quality of the Summit Academy, including but not limited to financial support for teachers in a classroom setting, financial support to enrich after-school programs, and the purchase of supplemental supplies and books

There are many opportunities to help Summit Academy and your student through the PTO, both as a volunteer and by participating in fundraisers. PTO dues are included in the tuition; all parents are automatically members. To find out more, go to **www.summit-academy.org/pto**.

PARENT INVOLVEMENT

It is important to the success of your student and the school that parents become involved. There are many ways to serve:

- Room parent
- Field trip chaperone
- Art, computer, library, or lunch room aide
- Guest speaker
- PTO officer, committee member & member

Please contact your student's teacher or the school office if you would like to volunteer. The academic, social and emotional life of your student is enriched by your involvement.

CHANGE OF CONTACT INFORMATION

It is very important that we have accurate contact information for all of our students' parents, step parents, and/or guardians. If you have a change of address, phone, email address, marital status, or any other important information, please update it online or notify the school immediately.

SUMMIT ACADEMY MANAGEMENT PORTAL – “SAM”

SAM is an online staff, student, parent and teacher database that Summit Academy uses to input grades, record absences, add school related news and daily announcements, as well as record all personal student details.

We have activated the ability for parents to change some of your own personal family information. If you have a change of address, email or cell-phone number, you can now edit this information yourself by simply going to the SAM website and logging in from any web-enabled tablet, iPad, computer or even a cell phone. It's easy, quick and is updated instantly.

Some of the things that you can now do in SAM are:

- Change of address/contact details
- Access your student's Gradebook
- View daily announcements
- Change your SAM password
- Add emergency contacts
- Access the school directory
- Check absences
- Access teacher homepages

The site is secure and encrypted by Trustwave so your personal data cannot be viewed by anyone without access. To access SAM:

- Save this link on your browser: <https://summitacademy.eduk12.net/> or access SAM it by going to www.summit-academy.org website and clicking on the “current families” tab
- Your SAM login is included in the informational packet that is mailed to you prior to each school year. If you forget your login username or password, contact the school and we can reset it for you.

If you have any questions regarding SAM, please contact the front office.





SECTION VI – SAFETY

- ✔ Campus Security
- ✔ Visitors
- ✔ Traffic Safety
- ✔ Supervision of Students on Grounds
- ✔ Reporting Child Abuse
- ✔ Reporting School-Related Accidents
- ✔ Search and Seizure
- ✔ Releasing Students to Police
- ✔ Background Checks for Adults
- ✔ Threatening, Taunting, Bullying Policy
- ✔ Alcohol/Drug/Tobacco Policy
- ✔ Possession of Dangerous Articles
- ✔ Duty to Report Certain Conduct
- ✔ Harassment Policy
- ✔ Disaster and Lockdown Drills
- ✔ Crisis Plan

CAMPUS SECURITY

Summit Academy has a computerized, security access system. All buildings will be locked and secured after 8:15 a.m., and remain locked for the remainder of the school day. No one except Summit Academy personnel will have access to any building after that time. Therefore, you **MUST** come to the front door of the main building to enter the campus for any reason.

- **ALL VISITORS, including parents,** must show proper ID, sign in, and obtain a visitor name badge.
- If you have come to do volunteer work, please sign in on the Volunteer sheet. When you leave campus, please sign out.
- Any prospective parents or other guests will be escorted by a staff member during their visit to Summit Academy.

TRAFFIC SAFETY

Because of our campus' physical structure, there is a lot of pedestrian traffic that crosses our parking lots between buildings. Please drive slowly and observe our crosswalks and caution cones. Please do not stop in the crosswalks during carpool times.

SUPERVISION OF STUDENTS ON GROUNDS

Monday through Friday, between the hours of 8:00 a.m. and 3:00 p.m., and during official Summit Academy-sponsored, extra-curricular activities, Summit Academy students are under the supervision of school personnel.

Students are not allowed in the school building, the gym or on the school grounds without the supervision of a parent, teacher, coach or sponsor, after hours.

REPORTING CHILD ABUSE

State Law (KRS620.030(2)) requires school teachers and school officials who **suspect** the physical, emotional or sexual abuse or neglect of a child to report their suspicion to Child Protective Services.

Summit Academy teachers and officials will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

School officials must permit agents from Child Protective Services to interview a child at school, if requested. **School officials are not required to notify parents/guardians that a child is being interviewed by CPS.** A school official may remain with the child during the interview, if requested by the child and allowed by CPS.

REPORTING SCHOOL RELATED ACCIDENTS

Any significant (requiring more than minor first aid) accident occurring at school will be documented on the appropriate accident form. The parent/guardian or emergency contact person will be notified via email, phone, or in person by the supervising/reporting staff person as soon as possible.

SEARCH AND SEIZURE

School officials have the right to search any and all of a student's personal items (jacket, purse, book bag, etc.) and desk or locker at any time.

RELEASING STUDENTS TO POLICE CUSTODY

School officials are required by law to release a student to the custody of a police officer. In the event that a police officer shows school officials a warrant for the arrest or detention of a minor child, school officials will ask permission to call the parent/guardian. Police officials are not required to wait for the parent/guardian before escorting the student out of school. If a parent /guardian cannot be reached, a school official will accompany the student to the police station.

BACKGROUND CHECKS FOR ADULTS

The state of Kentucky and Summit Academy require the following:

Policy: Persons who have supervisory positions over children and are employed after July 15, 1988, shall undergo a nation-wide police screening for records of sex offenses. (Policy based on KRS 17.165)

Regulation: Teachers, aides, substitute teachers, bus drivers, cafeteria managers, cafeteria and playground monitors, coaches and ALL VOLUNTEERS WORKING WITH students will undergo this screening.

THREATENING, TAUNTING, BULLYING POLICY

As in other states, in Kentucky it is a crime to make certain kinds of threats. Per KRS Sections 508.075, et seq., Summit Academy will respond as appropriate under the law to information about criminal threats involving members of the Summit Academy community. Behavior that involves threatening, taunting or bullying will not be tolerated and must be reported to the school if it occurs. Your student's homeroom teacher should always be your first point of contact regarding these issues. If the issue is not resolved and you would like further support, please contact the Principal or Upper School Division Head. These administrators, with assistance from appropriate faculty and staff, shall promptly gather the facts and take such action as is deemed necessary under the circumstances to address the behavior and its consequences in the interest of all members of the school community. Among other things, this action may include:

- notification of the parents of all students involved
- removal of privileges at school (i.e., recess, special areas, technology usage)
- immediate suspension of student or students, pending investigation
- requirement of a psychological evaluation of the person whose behavior is involved
- reporting to appropriate authorities
- dismissal from the school

Any person suspended pending or following investigation may not return to the campus or be present at any school function until or unless the Principal determines, following a full assessment, that the person does not present a threat to the safety of any other person affiliated with Summit Academy. Any person dismissed following investigation may not return to the campus or be present at any Summit Academy function.

Threat of Self-harm

If a student makes a threat to harm themselves, the staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision. The Principal or other designee should be contacted immediately. The Principal or other designee will contact the parent/guardian prior to the end of the school day. Based on the Principal or designee's assessment of the student's well-being, the following actions **may** take place:

- parents will be required to pick student up for remainder of the school day
- school will contact the student's outside therapy provider to inform them of what occurred and the actions taken
- student will not be allowed to return to school until a follow-up with a mental-health professional has been complete

ALCOHOL/DRUG/TOBACCO POLICY

The possession and/or use of any alcohol, chemical, drug or drug derivative classified as a stimulant or depressant, without the authorization of a physician, is prohibited on the school ground or at any school-sponsored function.

In the event of possession or use of tobacco, illegal or controlled substances, a student's parents will be notified. A violation of this policy may be grounds for immediate dismissal.

POSSESSION OF DANGEROUS ARTICLES

It is against the law to possess a firearm or deadly weapon on school property. A firearm is defined as "any weapon which will expel a projectile by the action of an explosive." A deadly weapon means "any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged"; any "knife other than an ordinary pocket knife or hunting knife"; Billy club, nightstick or club; blackjack or slapjack, karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material. Unlawful possession of a deadly weapon on school property is a class D felony, punishable by 1 to 5 years imprisonment and a fine of up to \$10,000.

The chief administrator of each private and public school is required by law to post signs in prominent locations, including but not limited to sports arenas, gymnasiums, stadiums and cafeterias. The signs, which must be at least 6 inches high and 14 inches wide, must state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL
PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE
BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A
TEN THOUSAND DOLLAR (\$10,000) FINE.

DUTY TO REPORT CERTAIN CONDUCT

The law now requires the parent or guardian of a student who has been adjudicated guilty or previously expelled from a school for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs to notify a new school of that fact by a sworn statement given to the school at the time of registration.

The law also requires the school records of any student expelled or subject to expulsion proceedings for the above conduct to reflect the charges and the final disposition of the expulsion proceedings.

The law also requires school employees to report to the sheriff, local police or Kentucky State Police:

- any felony occurring on school property
- any misdemeanor or violation relating to carrying, possession or use of a deadly weapon on school property

Failure to report promptly is a Class A misdemeanor, punishable by up to 12 months in jail and a fine of up to \$500.

These new laws are positive steps in addressing the problem of violence in our schools and communities. Summit Academy will remain a very safe place for learning and growing. If any student or parent has any reason to believe that another's behavior is compromising the safety at our school, **you must share that information with the Head of School.**

HARASSMENT POLICY

Summit Academy seeks to be a community in which every individual is treated with sensitivity and respect. This means that Summit Academy will not tolerate harassment in any form including, without limitation, harassment which is based upon sexual, ethnic, religious or racial grounds.

TYPES OF HARASSMENT

- Sexual Harassment – It is illegal and against the policy of Summit Academy for any person, male or female, to harass sexually another person by making unwelcome sexual advances or requests for sexual favors or other verbal or physical contacts of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or continued employment or in any manner relating to a student's enrollment, attendance or advancement; (b) making submission to or rejection of such conduct the basis for employment decisions affecting an employee or educational decisions affecting a student; or, (c) creating an intimidating, hostile or offensive working or educational environment. Sexual harassment is unlawful even when the alleged conduct has caused an employee or student no economic or educational harm or loss.
- Sexual Harassment is not social or courting behavior, but it is uninvited and unwanted and may include the following: (a) physical assault, including rape or any coerced sexual relations; (b) subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic connotation; (c) a demeaning sexual proposition; (d) unnecessary or unwanted touching in any form; (e) leering or ogling a person's body; (f) a sexually explicit or suggestive remark about a person's physical attributes, clothing, or behavior; (g) a sexually stereotyped or sexually charged insult, humor or verbal abuse of sexual nature; (h) an inappropriate question about personal matters.
- It is important to remember that in faculty-student relationships particularly, the power imbalance, coupled with the student's relative inexperience, makes imperative a strong sense of professional and institutional responsibility. Summit Academy acts in *loco parentis* with respect to students, and any hint of inappropriate or irresponsible behavior by faculty or staff will not be tolerated.
- Ethnic Harassment – It is illegal and against the policy of Summit Academy for a person to harass another person on the basis of that person's ethnicity. Ethnic harassment includes both easily identified acts of oral, written or physical abuse plus the more subtle, but equally offensive, forms of ethnic harassment such as graffiti, epithets and ethnically stereotyped remarks or "humor."
- Racial Harassment – It is illegal and against the policy of Summit Academy for any person to

harass another person on the basis of race. Racial harassment includes both easily identified acts of oral, written or physical abuse plus the more subtle, but equally offensive forms of racial harassment such as graffiti, epithets and racially-stereotyped remarks or “humor.”

- Religious Harassment – It is illegal and against the policy of Summit Academy for any person to harass another person on the basis of religion. Religious harassment includes both easily identified acts of oral, written or physical abuse plus the subtler, but equally offensive, forms of religious harassment such as graffiti, epithets and religiously-stereotyped remarks or “humor.”

Reporting of Harassment

Any person who becomes aware of harassment by any member of the faculty, staff, or student body or by anyone else, including outside vendors, should immediately advise the Head of School or Principal. The Head of School or the Head of School’s designee shall promptly investigate the matter. All information reported will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate circumstances. Should the nature of the allegation require notification of the police or any other government agency, the parents of the students involved will be notified immediately. At the conclusion of any investigation which finds that a violation did occur, the student’s parents may be notified. If a student is involved in an incident of harassment, the parents of the student(s) will be notified immediately.

Dealing with Harassment

- Consequences of Harassment – If it is determined that a student of Summit Academy has violated this Harassment Policy, the incident or incidents will be evaluated and disciplinary action taken according to the severity of the violation. Summit Academy may take disciplinary action including, but not limited to:
 - An apology to the person or persons against whom the harassment was directed
 - Termination or dismissal
- Retaliation – Any retaliatory action taken by a person accused of harassment is prohibited and will be regarded as a separate cause for complaint. Summit Academy recognizes that the question of whether a particular action or incident constitutes harassment, or is a purely personal, social relationship without discriminatory effect is one that requires evaluation on an individual basis and must include all the facts.
- False Accusations – Given the nature of this type of discrimination, Summit Academy also recognizes that false accusations have serious effects on innocent people. An accusation proven to be false and performed with malice or forethought will be considered as serious an offense as harassment.

DISASTER AND LOCKDOWN DRILLS

In accordance with the requirements of state law, Summit Academy will hold the required number of practice drills for fire, tornado, and earthquake disasters as well as emergency lockdowns.

CRISIS PLAN

Each school must have a crisis plan which includes an alternate place where students may be taken in the event of a disaster or other emergency situation that renders the presence of students in the school unsafe. For Summit Academy, the designated alternate place is Middletown Christian Church at 500 Watterson Trail, Middletown, KY.





SECTION VII – GENERAL STUDENT POLICIES

- ✔ Personal and Social Growth
- ✔ Code of Conduct
- ✔ Discipline Policy
- ✔ Student Technology Use
- ✔ Probation or Dismissal
- ✔ Dress Code
- ✔ Uniform Swap Closet
- ✔ Lost and Found
- ✔ Lunch/Cafeteria
- ✔ Celebration/Snacks
- ✔ Recess
- ✔ Telephone Privileges
- ✔ Cell Phones and Other Electronic Devices
- ✔ School Lockers

PERSONAL AND SOCIAL GROWTH

At Summit Academy, each teacher has well-defined behavioral expectations for the classroom which will be explained to the students during the first week of school and reviewed periodically.

STUDENT CODE OF CONDUCT

- **Show respect for others at all times**, including the property, space and feelings of others.
- **Be prepared.** Arrive on time with the necessary books, supplies and homework.
- **Do the best that you are capable of doing at all times.** Our students are looked upon as individuals, therefore the expectations of what each one is capable of producing varies.

DISCIPLINE POLICY

The goal of discipline is self-discipline, where the student freely chooses one form of behavior over another. With choice comes the responsibility of accepting the consequences of that chosen behavior.

Our staff utilizes a positive approach to help guide student behavior. Our focus is on preventative measures rather than on punitive. Our staff attempts to prevent unacceptable behavior by:

- instructing students at their developmental level
- explaining behavior expectations in advance
- manipulating the physical environment
- focusing on positive behaviors - "catch them being good"
- varying types of tasks
- anticipating that certain situations or stimuli may increase the possibility of inappropriate behavior; planning for and interceding before the behavior occurs
- utilizing class and/or individual behavior modification program
- providing a structured, secure classroom and school environment

Consequences for inappropriate behavior will be worked out during a student/teacher conference. They may include:

- natural consequence directly related to offense (i.e., helping clean the school when caught doing graffiti)
- loss of recess or free time
- time out of classroom
- written assignment (older students) reflecting on the nature of the problem and other more appropriate alternatives
- verbal reprimand
- loss of privilege to participate in a special event or activity (parents will be notified if this occurs)
- phone call or letter to parent
- detention
- in-school or home suspension

STUDENT TECHNOLOGY USE

Summit Academy places a priority on the role of technology in education. By the middle school grades, it is our goal that students will use technology to do the work of a student—just as professionals use technology to do the work of a professional. Similar to how reading instruction

flows from “learning to read” during the primary years to “reading to learn” in intermediate years and on, technology instruction at Summit Academy flows from “learning to use a computer” to “using a computer to learn.”

Although it is a powerful learning tool, a networked computer also poses a danger to students. The internet can be misused and can expose students to inappropriate content or open communication between students and predators. For this reason, Summit Academy deploys internet filters and bars communication between students and anyone outside of Summit Academy.

Students are expected to:

- Use technology primarily to supplement instruction and not for entertainment
- Use technology as instructed by the teachers
- Use the internet to find information that pertains to school work
- Avoid content on the internet that is inappropriate (violent, sexual, vulgar, etc.)
- Refrain from using the internet to communicate with individuals outside of school campus
- Refrain from changing the configuration of computers
- Refrain from attempting to gain unauthorized access to network resources or non-student computers/hardware
- Report to the teacher or administrator any offensive or questionable content found while surfing the internet
- Report to the teacher or administrator any questionable activities conducted by other students
- Respect all property of the school, including technological equipment

There may be punitive consequences for students who fail to meet the expectations listed above. Also, there may be punitive consequences for students who misuse technology in any way as determined by the faculty and staff at Summit Academy.

Punitive consequences include but are not limited to:

- Loss or partial loss of internet privileges for a length of time determined appropriate by the faculty and/or staff
- Loss or partial loss of all technological privileges for a length of time determined appropriate by the faculty and/or staff
- Replacement of damaged technological devices at the cost of the student and/or family

School Provided Chromebooks

All students from grades 4-12 have access to Chromebooks in their classrooms. This is a privilege and requires that our students treat them responsibly. If it is determined that a Chromebook has been damaged intentionally, or due to continuous carelessness, the family will be contacted to cover the costs of repair and/or replacement. Proper handling of Chromebooks and the expectations involving them are reviewed with students at the beginning of the year.

PROBATION OR DISMISSAL FROM SUMMIT ACADEMY

The probation or dismissal of a student is at the discretion of the Principal. The Principal may, at any time, dismiss or place on probation, any student whose conduct is harmful to self or others, or whose behavior is not manageable by the staff, including behavior that leads to academic failure.

In addition, demonstration on the part of a parent or guardian of a lack of respect, support, or compliance with the rules and regulations of the school may result in the dismissal of a student.

2019-2020 UNIFORM POLICY (PRE-K - 8)

Below are the guidelines and requirements for the dress code. The purpose of the dresscode is threefold:

- To prevent clothing and appearance from being a distraction.
- To promote safety - such as the closed-toe shoe requirement.
- To promote school pride and awareness by requiring a logo.

FOR HIGH SCHOOL DRESS CODE PLEASE SEE THE HIGH SCHOOL ADDENDUM TO THE FAMILY HANDBOOK.

Administration has final say regarding the enforcement of dress code.

BOY'S & GIRL'S ITEMS

ITEM	DESCRIPTION
Polo Shirt/Tee Shirt (logo required)	Green, gray, white embroidered (short or long sleeve)
Sweater/Pullover (logo required)	Green, gray, white embroidered (short or long sleeve)
Pants/Shorts*	- Navy or khaki chinos or "dockers" style - Flat front or pleated - standard button/zipper closure or adjustable/elastic waist

Check the Land's End website for details and a full list of uniform options at landsend.com/school.

ADDITIONAL GIRL'S ITEMS

ITEM	DESCRIPTION
Skirts/Skorts*	Navy or khaki
Polo Dress (logo required)	Green embroidered (short or long sleeve)

* These items do not have to be purchased through Land's End

PURCHASING

All logo uniform items are currently available for purchase through Land's End at landsend.com/school. Our school number is 900049057.



SUMMIT ACADEMY

2019-2020 UNIFORM GUIDELINES

SHIRTS

- Shirts do not have to be tucked in
- All uniform shirts must have a Summit Academy logo
- Spirit shirts or other club shirts may be worn on Friday only

BOTTOMS

- Sweat pants, cargo pants, and knit shorts are not allowed
- Must fit at waist
- Shorts and skirts/skorts must be no higher than 3" above the knee
- Skirts should be worn with bike shorts or leggings underneath

DRESSES

- Hemline no more than 3" above the knee
- Should be worn with bike shorts or leggings underneath
- Jumpers embroidered with the current school logo may be worn with a white, long or short-sleeved collared blouse or oxford shirt

SHOES/HOSIERY

- Closed toed footwear only. Tennis or athletic shoes recommended, or other rubber-soled shoes.
- Shoes must be worn with socks.
- If a child cannot tie shoelaces, please have them wear shoes with Velcro or elastic fasteners.

GROOMING

- Students are expected to practice good personal hygiene including: deoderant, clean, well-groomed hair, and clean clothes.
- Hair color must be one that naturally occurs in humans.
- The only body piercing that is accepted is ear piercing.
- No visible tattoos.
- No wallet chains are acceptable.
- Jewelry of any kind should not be worn in P.E. classes
- Coats may not be worn in the classrooms, even on "free dress" days.

NON-UNIFORM DAYS

Non-uniform days occur:

- On the first school day of each month.
- On a student's birthday. (A day is designated in May for students with summer birthdays.)
- If a student has been awarded a "free dress pass", they may use their dress pass on FRIDAYS ONLY.

During non-uniform days:

- All shirts must have sleeves.
- Clothing must not be too revealing or immodest, show midriff or back and should fit properly.
- No spandex or over-sized clothing.
- Shorts, skirts, and dresses must be no higher than 3" above the knee.

UNIFORM SWAP CLOSET

Summit Academy operates a "Uniform Swap Closet." It is located in the front of the auditorium and contains FREE gently used uniform items for your student. Bring in your outgrown uniform pieces that are in good condition to swap for bigger sizes, or take items that your child needs now and bring in your outgrown items later.

LOST AND FOUND

As you know, students frequently misplace their belongings. Ask at the front desk for lost items. Unclaimed items will be held for 90 days, and then donated to the Goodwill.

LUNCH

Your student may either:

- Bring a sack lunch to school
- Get a school lunch. A link to the menu for the upcoming week is in the Monday Update and on our website.

Summit Academy offers a nutritious, well-balanced lunch program which includes a choice of one hot menu selection per day, as listed on the monthly lunch menu. Lunch plans are paid for in advance through the FACTS system. If a student is on the lunch program and chooses not to eat the menu selection for the day, there are typically other lunch/snack options for them. They can have 2% white milk, chocolate milk, juice, or water to drink. Fridays are “Papa John’s Pizza Day” with cheese pizza. See the Director of Finance for various lunch plan options.

- Please inform the school **IMMEDIATELY of any food allergies** that your student has, even if they are not enrolled in Summit Academy’s school lunch program
- **Not having lunch is not an option** - Growing children and teens require the nutrition offered by a mid-day meal
- A microwave is available for those students bringing their lunch
- Parents are invited to join their student for lunch, but should bring their own lunch
- **Soda** is not allowed in the lunchroom

CAFETERIA RULES

- Respectfully follow the directions of the staff and volunteers.
- Normal conversational tone and volume should be maintained while in line and at the table.
- Eat in a proper manner; mishandling of food or drink is not acceptable.
- Any behavior that disrupts the atmosphere or efficiency of the cafeteria is not acceptable.
- All food is to be eaten in the cafeteria.
- Each student is responsible for cleaning the area around his/her seat.

CONSEQUENCES IF CAFETERIA RULES ARE NOT FOLLOWED:

- Verbal warning
- Student(s) eat at a table away from others or in a separate room
- Phone call or a note home

CELEBRATIONS

With permission from the homeroom teacher, treats for birthday celebrations may be given out at school. All students of the homeroom are to be included in the treat. Parents and teachers need to be sensitive to the fact that some students have food allergies. Plan the treat accordingly. Room parents will coordinate with homeroom teachers on holiday treats. Parents are encouraged to donate a book to the library to celebrate a student’s birthday. The librarian will gladly help you with your selection.

Party invitations may be distributed in school ONLY if there is an invitation for all members of the homeroom.

Snack Break

Students in grades K - 3 have a designated morning snack break. Students should bring a healthy snack every day. While we are sensitive to the fact that many students have dietary restrictions or specific caloric needs, we request that students not bring cookies, sweets, or other high-sugar foods for snack time. Students in grades 4 – 12 may also have an opportunity for a snack break, at the discretion of the teacher.

Nutrition

All students should eat a healthy and satisfying breakfast each day. Older students do not have a designated snack break in the morning, and hunger distracts the students from their work. Students should not bring candy or other unhealthy snacks to school.

RECESS

Weather permitting, all students will have a daily recess period outdoors. Please make sure the student has appropriate outerwear for the temperature.

TELEPHONE PRIVILEGES

Students may not use the school phones without permission. After-school plans are to be made prior to the beginning of the school day.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students may not use cell phones during school hours. Cell phones must be turned off and remain in a student's backpack or locker until after school hours **or the phone will be confiscated by staff.** Reoccurring offenses will result in parents being contacted and a plan developed to insure enforcement of the policy.

If other electronic devices are brought to school and present a distraction, they may also be confiscated at the discretion of the staff. Summit Academy ***is not responsible*** for any personal belongings brought to school.

SCHOOL LOCKERS

At the beginning of the school year, all 6th – 12th grade students will be assigned a school locker for storage of their possessions during the school day. Summit Academy and its officers reserve the right to inspect lockers at any time, without notice, and without the consent of students or parents.





SECTION VIII CURRICULUM AND SUPPLEMENTAL SERVICES

- ✔ Assignment to a Classroom or Teacher
- ✔ Instructional Design
- ✔ Homework
- ✔ Field Trips
- ✔ Library Use/Fees
- ✔ Counseling
- ✔ School Service Projects
- ✔ Grading System
- ✔ Supplemental Services
 - Extracurricular Activities
 - Speech and Occupational Therapy
 - Coordination of Services w/JCPS
 - *The Tree House* Extended Day Program
 - Tutoring
 - Psycho-Educational Testing

ASSIGNMENT TO A CLASSROOM OR TEACHER

The class groupings that your student is assigned to are determined by the Director of Admissions and Academics and the faculty based on your student's individual educational needs. **Therefore, parents or students are not given the opportunity to request placement with specific teachers or student(s).**

INSTRUCTIONAL DESIGN

Kindergarten – 8th grade

Summit Academy's purpose is to provide special educational services for students who have, or are at risk for having, learning or academic difficulties.

The primary goal for each student is that individual academic achievement be commensurate with measured potential for learning. In cases where a student does not attend Summit Academy for the necessary amount of time to complete this goal, then the goal is to narrow the gap between academic achievement and learning potential. In order to achieve these goals, instruction at Summit Academy is very personalized. Instructional groups are formed based on the various needs of the students and curriculum is prescribed for each instructional group. Progress reports will indicate the level of instruction for math and literacy and the grade reflects assessment of progress at that level.

Mornings are devoted to math and language arts, school-wide. For these subjects, students are grouped based on their current achievement levels, the rate at which we anticipate they will proceed, and the method or approach needed.

Afternoons are used to teach science and social studies. For these classes, students are grouped by their grade level homeroom. Curriculum in science and social studies is based on National Educational Standards.

In Special Areas such as Art, Physical Education, Technology Lab, Library and Music, the students are assigned to a class on various aptitudes and social needs.

Our instruction includes:

- Appropriate and effective remediation in reading, writing, spelling, and math based on their instructional level, along with visual and auditory development
- Appropriate and effective teaching of study skills and compensatory strategies
- Appropriate and effective teaching of grade-level content material corresponding with National Educational Standards for science and social studies

A variety of instructional strategies are used in order to maximize opportunities for student success. Students will experience: teacher-directed instruction, cooperative learning, independent learning, use of labs, field trips, learning centers, use of technology, research projects, use of manipulatives, presentations, and multi-sensory learning activities.

High School

The primary goal of our high school is to prepare students for postsecondary education, employment and/or future independent living.

CORNERSTONES OF OUR HIGH SCHOOL PROGRAM:

- Focus is not limited to simply offering accommodations or modifications. Instead, the focus is on developing the essential skills and concepts needed for future academic or vocational endeavors and independent living
- We will take a personalized approach to learning based on the unique strengths and

- challenges of each student and on future career objectives
- Instruction will be designed around developmentally appropriate learning activities
- Collaborative learning, social development and the development of independent work/study skills will be emphasized as an integral part of all subjects
- The use of technology will be embedded into all aspects of the academic program
- Classes will be small - ensuring targeted help and intervention to aid in understanding

HOMEWORK

Homework at Summit Academy is assigned every day. The main objectives of homework are:

- to establish homework as an expected part of the school experience
- to learn to work independently
- to learn time-management skills
- to reinforce a specific skill or improve a specific deficit in reading, writing or math

Types of homework may include:

- finishing a classroom assignment
- studying for an upcoming test
- finishing make-up work from an absence
- completing a research or group project
- independent reading

Homework/Class work Grading

- Homework/Class work may be graded for accuracy or completion
- Failure to complete or submit class work or homework assignment may result in a deduction of points or a zero ("0") if not done in a timely fashion as determined by teacher.

Home Study Guidelines:

- Students and parents should get into the habit of checking for teacher emails each day for homework postings and other classroom announcements.
- Students generally are expected to do the work independently.
- Parents should provide a well-lit, distraction-free area away from TV. Remember, however, that many students do not like to be put off in a room by themselves. This often results in daydreaming or some other form of self-distraction.
- The same time each day should be established for homework.
- Often it is helpful to set a timer in order to avoid procrastination.
- If you are having homework difficulties, please see your student's teacher.

FIELD TRIPS

Each class will participate in field trips during the year. Fees for these field trips are included in the cost of tuition, except in cases where the trip extends beyond the regular school hours of 8:00 a.m. – 3:00 p.m. (i.e., overnight field trips). Parents are advised of plans and schedules prior to all field trips. A signed parent permission form is required for every off-campus outing.

LIBRARY USE AND FEES

Summit Academy students in grades 1 – 8 have a designated library class every week, during which they learn how to use a library and may check out books for projects or pleasure reading. Students in grades 9-12 will use the library in conjunction with their literacy class to complete research for writing assignments or choose books for pleasure reading.

The librarian will inform parents of any unreturned books. There is a replacement fee if a book is

not returned. Students may not check out new books if they have overdue or missing books.

COUNSELING

Summit Academy seeks mutually beneficial partnership with outside agencies to provide small group counseling. Topics covered may include, but are not limited to managing anger, learning relaxation techniques, coping with anxiety, developing and maintaining friendships, dealing with family issues (divorce, siblings, death), and identifying and expressing feelings in a healthy and socially appropriate manner.

If the staff feels that a student needs individual or more regular counseling services, the parents will be contacted and recommendations will be made.

SCHOOL SERVICE PROJECTS

An underlying goal of the school is to encourage our students to be caring, civic-minded individuals who are responsive to the needs of others. Summit Academy students will have an opportunity to participate in a service project annually.

GRADING SYSTEM

Summit Academy uses a blended grading system.

Academic Courses are given an Overall Letter Grade which is used to reflect academic performance.

Overall Percentage Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

In addition, concepts and skills in **Math, Literacy, Social Skills, and Work/Study Habits** are rated using the following Progress Code:

- **Consistently Demonstrates (CD)** – student consistently initiates and exhibits behavior or skill with complete independence and no teacher direction
- **Progressing (P)** – student initiates and exhibits behavior or skill on occasion; minimal adult initiation or guidance is needed
- **Progressing with Help (PH)** – student is making progress, but requires direct teacher assistance and modifications in order to initiate or follow-through with expected skill or behavior; comments should reflect strategies/interventions being used
- **Area of Concern (AC)** – minimal progress is observed, despite direct teacher assistance and modifications; comments must reflect previous strategies used and next steps/planned interventions

Special Areas, such as Art, Music, Technology and P.E. use the following Effort Scale to reflect progress.

Effort Scale

O	Outstanding
S	Satisfactory
PH	Progressing with Help
AC	Area of Concern

SUPPLEMENTAL SERVICES AT SUMMIT ACADEMY

Extra-Curricular Activities (Fee Based)

The purpose of offering after-school clubs and sports is to give students the opportunity to explore different activities that may interest them. We encourage all students to take part in some sort of after-school activity. **Please do not make your student join a club if they are not interested.**

All clubs and sports are chosen yearly, based on student interest and the availability of sponsors. **All clubs and sports are sponsored by Summit Academy teachers or parents.** If there are no sponsors for a particular club or sport in a particular year, that activity will not be offered. Clubs over the years have included: Art Club, Drama Club, Technology Club, Chess Club, Archery Club, Environmental Club, Running Club, Fitness Club, Throws Club, Lego Club, and Swim Club. Sports have included: Cheerleading, Cross Country, Soccer, and Basketball.

Please go online for this year's selection of extra-curricular activities. Registration forms are available on-line and at the front desk.

Students involved in extra-curricular activities are required to respect the rules and regulations of the school. Failure to do so will result in removal of the student from the activity. Failure to pick up students at the designated time may result in the removal of the student from the activity. If late pick-up from a club or sport is necessary, sign them up for The Tree House Program, which is available on a fee-basis. No refunds due to absence of student, sponsor, or closing of school because of weather.

Once a student is enrolled in a club, there are NO REFUNDS after the second meeting of the club. If a refund is requested before the second club meeting, 75% of the fee will be refunded.

Speech And Occupational Therapy

Summit Academy provides a limited amount of speech and occupational therapy as part of our weekly curriculum. Summit Academy employs one speech therapist and subcontracts for occupational therapy services through licensed and professional providers who assess the students, then do group and/or individual work with them. Every effort will be made to provide for the needs of students by providing direct services. However, these services are not intended to replace one-on-one therapies.

Should parents want more thorough or extensive speech/language or OT testing or therapy than what is provided through our supplemental services, these are available for an additional fee. Please contact the school for further information.

Coordination of Services with Jefferson County Public Schools (JCPS)

Summit Academy coordinates services available to our students through JCPS.

Students attending our school may access comprehensive assessments through JCPS including:

- psychological assessments
- educational evaluations
- speech/language assessments
- occupational therapy assessments
- assistive technology evaluations

Once a student has been identified as a student qualifying for ECE services (Exceptional Child Education), the law requires that JCPS reevaluate the student every three years. Summit Academy will facilitate any testing referrals – new referrals and/or reevaluations. Students who reside outside Jefferson County, or in Southern Indiana, access their testing services through

JCPS – NOT through their local public school district.

Meetings (referred to as ARC or SBARC meetings by JCPS) are held for several reasons, including - initiation of testing, review of testing data, annual review for speech and/or writing Individual Service Plan (ISP). Summit Academy teachers provide input for these meetings via email, a conference call, or in writing. However, Summit Academy staff does not routinely attend these meetings.

For those who qualify for speech services through JCPS, we will coordinate school day transportation to and from Summit Academy with JCPS.

The Tree House Extended Day Program (Fee Based)

The Tree House Extended Day Program is open before and after school on all days that school is in session for the entire day. It provides a safe, fun, and productive environment for Summit Academy students while their parents are at work. Please contact the office, or the Tree House Director for information on fees, hours, etc.

Tutoring (Fee Based)

Summit Academy teachers are available for one-on-one or small group tutoring, in math and language skills for ***any student*** in grades K – 12. Tutoring is available year round; days and times are flexible and subject matter is selected based on the student's needs. These services should be coordinated directly with the teacher. Any parent looking for recommendations for tutors should contact the Director of Admissions and Academics.

Psychoeducational Testing Services

Psycho-educational evaluations, which include an IQ test and an achievement test, are necessary for us to evaluate a student for admission to Summit Academy. Such evaluations help us to pinpoint learning strengths and weaknesses, and serves as the basis for designing personalized instruction.

If you do not have current testing for your student, please contact Enrollments Coordinator at 244-8311 for resources and referrals.





SECTION IX - TESTING PROGRAM

- ▼ Overview
- ▼ Norm-Referenced Testing
- ▼ Criterion-Referenced Testing
- ▼ Testing Schedule

OVERVIEW

Summit Academy provides a thorough testing series for our students, as a standard part of the academic program. We use the most up-to-date testing materials and take a great deal of care to examine and consider test results when planning a student's education. Testing data helps us determine a student's areas of strengths and weaknesses, allowing us to make the best possible decisions when planning the student's placement and curriculum.

Summit Academy regularly performs two different types of testing with our students - **Norm-Referenced Testing and Criterion-Referenced Testing.**

NORM-REFERENCED TESTING

Norm-Referenced Tests (NRT's) are used to evaluate a student's performance in relation to the performance of other students of the same **age** across the nation, regardless of grade.

CRITERION-REFERENCED TESTING

Criterion-Referenced Tests (CRTs) measure a student's mastery of **specific taught material.** Students are given a pretest, then a post test to determine whether or not they have reached a pre-established level or standard of performance.

Curriculum-based measurement provides information to make instructional decisions, such as whether or not a student is ready to go to the next level of instruction, whether or not there are certain sub-skills that require more attention than others, and which curriculum materials might best help the student master the necessary skills.

NORM-REFERENCED TESTS

The following is a summary of the norm-referenced tests which may be administered, what they measure, and why we use them. These tests are administered by the teachers in May or by an educational administrator upon admission.

SEARCH Test –

This instrument is used with PreK and Kindergarten students. It is a test designed to help identify students who are vulnerable to learning failure because they have not yet achieved adequate neuropsychological maturation in those skills that clinical and experimental studies have shown to be basic to academic learning.

The individual subtest scores yield to a profile of assets and deficits to guide educational intervention. The skills tested include: matching, short-term memory for figures, rote sequencing, auditory discrimination, articulation, initial sounds, directionality, and finger schema.

Star 360

Early Literacy, Reading and Math Formative Assessment

Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time. Students in kindergarten and first grade are administered the Early Literacy assessment. Students in all other grades are administered both the Star Reading and Star Math assessments.

CRITERION-REFERENCED TESTS

A criterion-referenced test is one that measures a student's mastery of **taught material**. They are administered by the teachers. The following is a summary of which criterion-referenced tests are used, what they measure, and why we use them:

Rosner Spatial Awareness Skills Program Test (SASP) - Measures geometric design copying skills and as a means by which to identify students whose spatial awareness skills are developing more slowly than expected. Testing is discontinued after two consecutive tests show congruence between chronological age and test score.

Rosner Phonological Awareness Skills Program Test (PASP) - Measures phonological awareness skills such as recognizing sounds in the beginning, medial, and ending positions, sound substitutions, and sound deletions. Adequate phonological awareness development is essential to reading and spelling. Testing is discontinued after two consecutive tests show congruence between chronological age and test score.

- **Sight Word Reading Test** - Measures a student's ability to accurately read the most frequently used words in the English language. Testing is discontinued when 90% correct is achieved.
- **Pre/Post Writing Sample** - Measures a student's ability to formulate written language using correct grammar and other writing conventions.
- **Handwriting** – Handwriting fluency is the ability to write quickly and easily, without undue attention to how letters are formed. For students in grades 1 – 6, a writing sample is taken at the start of the school year, and the number of letters per minute is calculated and compared with handwriting proficiency rates. The same test is given at the end of the year for comparison. The goal is for each student to improve by a minimum of one grade level during an academic year.
- **Typing** - Formal typing instruction begins in 6th grade. At the end of 6th, 7th, 8th, and 9th grade a typing sample is taken from which the number of words typed per minute is calculated. The goal is 25 words per minute by the end of grade 9.
- **Math** – For students in levels K-4, there is a criterion reference test administered after every 10 lessons which measures mastery of the concepts taught up to that point. For students in levels I3 through Algebra, there is a test every five lessons.
- **Spelling/Vocabulary** – Spelling and vocabulary programs provide unit and level tests. These will be administered at appropriate times. The criterion for mastery is 85% correct.
- **Alpha Kindergarten Assessment** – This assessment is administered in May and measures basic literacy skills including: Upper and lower case letter recognition, initial sound recognition, production of rhyming words, retelling a short story, sounding out/spelling words.

TESTING SCHEDULE

NOTE: Parents **may not** be given notice of test days in advance.

For information regarding high school testing schedule, please see the high school addendum section of this handbook.

New Admissions:

- All incoming K & 1st graders are administered SEARCH
- All incoming K – 12th graders are administered the Star 360 battery

Annual Achievement Testing:

All students in grades Pre-K – 12th grades are administered the Star 360 battery twice a year.

Exiting Students:

Students exiting during the school year will be given the Star 360 battery if ample notification is given.





SECTION X – HEALTH

- ✔ Food Allergies
- ✔ Communicable Diseases
- ✔ Head Lice
- ✔ Immunization
- ✔ Illness
- ✔ Pesticide Use
- ✔ Administering Medication
- ✔ Smoking Policy
- ✔ Asbestos

FOOD ALLERGIES

If a student has any type of food allergy, a parent must notify the school, in writing, before the first day of school, and must list it on the student enrollment card.

COMMUNICABLE DISEASES

In the event that a student is ill with a communicable disease, the school should be notified so that teachers can be alerted for signs of illness in other students.

HEAD LICE

You must notify the school if a student or any other member of your family contracts head lice. The student must remain at home until the proper treatment has been administered. After treatment and removal of all lice, your child may return to school by choosing one of the following options:

Option 1 – School recheck

Upon return to school, parent must accompany student child into the school building. The student will be rechecked by designated school personnel for live lice. If live lice are found, the student must return home with the parent/guardian for appropriate treatment.

Option 2 – Healthcare provider’s statement of examination and release to return to school

Student must bring the completed form from the healthcare provider to school upon returning. He/She will be rechecked at school again in five (5) school days only if nits were identified by the healthcare provider.

IMMUNIZATIONS

A current immunization certificate (or verified exemption letter) is required ***for all students***, and medical examination forms are required for all ***first graders, sixth graders and new students***. When immunization certificates expire, the school will notify parents. Per Kentucky legislation, Hepatitis A vaccine is required for all students. This is a two dose shot. In addition, students 16 years or older are required to provide proof of having had the Meningococcal ACWY vaccine. Kentucky law requires that all incoming sixth graders must have proof of MMRI for the current year.

Kentucky Law requires that students whose immunization records have expired or who have not given record of immunization to schools within 30 days of registration, not be allowed to attend school.

ILLNESS

For your student’s comfort, and to prevent the spread of illness to other students and staff, ***please do not bring your student to school if they have: a fever, chills, nausea, diarrhea, conjunctivitis, or a skin rash.*** Students must be symptom free for a minimum of 24 hours.

Students who have conjunctivitis (Pinkeye), or a strep infection, must remain at home for 24 hours after treatment begins. If conjunctivitis is suspected, or if your student becomes ill ***with any of the above symptoms*** during the school day, parents will be asked to ***pick up their student from school as soon as possible***. Please refer to section IV of the handbook for more details regarding student illness. A student who is sent home from school with a fever or vomiting should not return to school the next day. Students should be fever and vomiting free for 24 hours before returning to school.

PESTICIDE USE & NOTIFICATION

Summit Academy strives to provide a safe, healthy, and comfortable environment for your student, and part of this effort includes pest control. Kentucky law now provides you with an opportunity to be notified in advance of any pesticide applications at the school.

We have instituted an Integrated Pest Management program designed to limit the amount of pesticides used at our school. This program will be administered by a professional pest management service. The company is committed to using the least and most prudent types of materials necessary to keep our facility pest free. The treatment is every third Friday of every month after school is dismissed. They typically come between 3:30 & 4:00.

In the event of a 'pest emergency', such as wasps invading a classroom, students will be evacuated from the area, the area will be treated, and you will be notified of the material used.

ADMINISTERING MEDICATION

If there is a need for school personnel to administer a **prescription or non-prescription medication** to a student, the medication must be in the **original pharmacy container or the original over-the-counter container** with the student's name on it.

Prescription labels must include:

- Student's name
- Name of medication
- Directions (dosage and administration time)
- Prescribing doctor's name
- Strength of medicine

Prescription and over-the-counter medication must be accompanied by a ***Permission to Administer Medication*** form. Medication will not be administered without this authorization. Each time the dosage, schedule or medication changes, a new authorization must be sent in before the medication may be administered. Tylenol and Advil will be administered to a student at the discretion of the medication clerk if it has been authorized by the parent on the Student Enrollment Card.

SMOKING POLICY

Summit Academy is a ***non-smoking facility***. Smoking is not permitted in the buildings at any time. Smoking is permitted on the grounds only after school hours, when there are no students present. Please dispose of your cigarette butts properly.

ASBESTOS INSPECTIONS

The Asbestos Hazard Emergency Response Act (AHERA) is applicable to all public and private schools. Summit Academy has contracted with Environmental Concerns, Inc. to perform all the required tests in the school. Summit Academy has been inspected and appropriate reports have been filed. A copy of the current inspection report is available for review.

The end of the Family Handbook!

