



**SUMMIT**  
ACADEMY

# **FAMILY HANDBOOK**

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Louisville, KY 40243  
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Great minds <sup>don't</sup> think alike.

**Fall 2025**

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,

**Stephanie Cifuentes**

Head of School

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## SECTION I

# SCHOOL PHILOSOPHY & GOVERNANCE

- ▶ MISSION STATEMENT
- ▶ VISION STATEMENT
- ▶ PHILOSOPHY
- ▶ CERTIFICATION & ACCREDITATION
- ▶ BOARD OF TRUSTEES
- ▶ EQUAL OPPORTUNITY



# STATEMENT OF MISSION

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 and Support Staff, Faculty and Parents will work together to achieve the following goals:

- ▶ Maintaining a school culture where each student feels valued and respected as an individual with his/her own unique gifts.
- ▶ Moving towards financial sustainability through endowed funds.
- ▶ Creating an employee compensation package that encourages and rewards exceptional performance, continuous improvement and effective teamwork.

# PHILOSOPHY

We believe:	We will:
Every student has value.	Maintain a high level of expectations so each student may reach their greatest potential. Provide a high school program committed to the teaching of life and career readiness skills.
Every student is unique and has a different combination of strengths and challenges	Provide a complete curriculum that includes reading, writing, math, science, social studies, art, music, technology, and physical education. Develop formal Student Service Plans as a means for tracking, analyzing, and reflecting upon student learning goals, accommodations, and modifications.
Students deserve to be taught in a way that allows them to be successful	Adapt our interventions and instructional strategies to meet the needs of our students
Students need focused attention from educators	Collect and utilize timely data to drive interventions and instruction. Commit to having a low student/teacher ratio.
Students need early-childhood education and early intervention to lay the foundation for future academic success and to mitigate the effects of learning challenges on their emotional well-being.	Provide a kindergarten program for early-childhood education and intervention. Provide speech and occupational therapy services to early elementary students.
Students need an emotionally safe environment in which to learn.	Create an atmosphere of mutual respect and a structured, secure environment for our students.



<p>Students need a school that addresses their social, emotional, physical and academic needs.</p>	<p>Integrate the teaching and modeling of organizational, compensatory, and social skills into the daily curriculum.</p> <p>Provide extra-curricular activities that correspond to current students' interests.</p>
<p>Students need a joint cooperative commitment between family and school in order to be successful</p>	<p>Maintain regular and open communication with parents about school events and student progress.</p> <p>Provide opportunities for families to engage and actively participate in their student's educational journey.</p>
<p>Students benefit from a multi-faceted approach to instruction.</p>	<p>Introduce and use new technology as part of the instructional process.</p> <p>Provide multi-sensory based instruction to engage the brain and sensory systems for better retention of information and learning.</p> <p>Provide hands-on, experiential instruction in order to develop critical thinking and problem solving skills.</p> <p>Provide professional development to faculty on best practices for teaching students with learning differences.</p>

## CERTIFICATION AND ACCREDITATION

Summit Academy is 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 Kentucky Association of Independent Schools and the National Association of Independent Schools.

Summit Academy is also 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.

## BOARD OF TRUSTEES

The Board of Trustees at Summit Academy is charged with providing financial and executive leadership oversight. The Board of Trustees does not involve itself in the day-to-day operations or staffing of school personnel, excluding the Head of School.

**President:** Michelle Coomes

**Vice President:** Mackenzie Hundley

**Treasurer:** Priscilla Vessels

**Secretary:** Gary Spence

**Head of School:** Stephanie Cifuentes - Ex-Officio

**Members at Large:** Stuart Baird, David Brock, Laura Cronin, Meredith Ellis, Matt Morris, Mark Mucci, Julie Watts

## 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 II

# FINANCE

- ▶ TUITION
- ▶ RE-ENROLLMENT
- ▶ READMISSION AFTER  
DELINQUENCY DISMISSAL
- ▶ WITHDRAWAL/DISMISSAL
- ▶ FINANCIAL AID
- ▶ 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 15 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 prorated 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 may 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. Continued enrollment or readmission 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 for the full year. No portion of the year's tuition or fees so paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal (see Enrollment Contract term #3). Grounds for dismissal are defined in the Family 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.

## **FINANCIAL AID**

Need-based financial aid is available to qualifying families. Families wishing to apply for financial aid 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. The enrollment contract must be received and the enrollment fee paid before the financial aid application will be reviewed. 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:** Re-enrollment contracts for the upcoming school year are sent out in late January
- ▶ **February:** Parents may begin completing their financial aid application online via FACTS. Enrollment contracts must be received before aid applications will be reviewed.
- ▶ **After April 15,** the financial aid committee meets to view the application 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 at the conclusion of the annual fund campaign and Bourbon Bash 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 support 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 principle 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 III

# ATTENDANCE

- ▶ ARRIVAL & DISMISSAL
- ▶ VISITING THE CLASSROOM
- ▶ ABSENCES, TARDINESS AND TRUANCY
- ▶ RELEASING STUDENTS DURING THE SCHOOL DAY
- ▶ STUDENT ILLNESS
- ▶ SCHOOL CLOSINGS



# ARRIVAL AND DISMISSAL

## MORNING ARRIVAL

If your student's Homeroom Building is:	Arrive at:	Use Lane:
Tykes' Peak (Pre-K & K)	8:10 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

- The school opens at 8:00 a.m. *All students should arrive no later than 8:15 a.m.*
- 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 8:15 a.m.
- If your student arrives after 8:15 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 8:15 a.m.
- *Do not get out of your car in the 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 the 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. Please use either lane 1, 2, or 3. Follow the lane around to the side door stop sign. When it is your turn, pull up PAST THE CROSSWALK. Do not let your student out of your vehicle until instructed by a staff member. Once directed, follow your lane around and exit out the alley to Harrison Avenue.

### **BEFORE-SCHOOL CARE (K-8TH GRADE):**

Enter campus from Main Street and park at the main building. Please do not stop in the crosswalk. At 7:30, students may enter the main doors to sign-in. Upon leaving, exit out the alley to Harrison Ave.

### **LATE DROP-OFFS:**

If a student arrives late to school, a parent must park and walk their student in and sign in at the front desk. The student will report directly to the class that is currently in session after signing-in.



## AFTERNOON DISMISSAL

If your student's Homeroom Building is:	Dismissal Time:	Use Lane:
Tykes' Peak (Pre-K & K)	2:50 p.m.	Lane 4
Annex Building	3:00 p.m.	Enter from Frank Avenue
Main Building	3:00 p.m.	Lane 1, 2, & 3
After School	3:15 - 5:30 p.m.	Park at Main Building

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

- For pick-ups, please use the car tag provided on the first day of drop-off. This will expedite carpool.
- 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. Follow the lane around to the side door stop sign. Proceed to the side door and STOP at the stop sign. **DO NOT STOP IN THE CROSSWALK.** When instructed to do so, 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.

### **AFTER SCHOOL CARE CARPOOL:**

After School Care will be held in the main building. Please park at the main entrance and call the Tree House staff cell phone 502-544-2942. Your student will be brought to you for you to sign-out.



## **LATE PICK-UP**

- Students who have not been picked up by 3:15 p.m. will be held in the office and parents will be called.
- There is no drop-in option for after school care.

## **ALTERNATE CARPOOL ARRANGEMENTS**

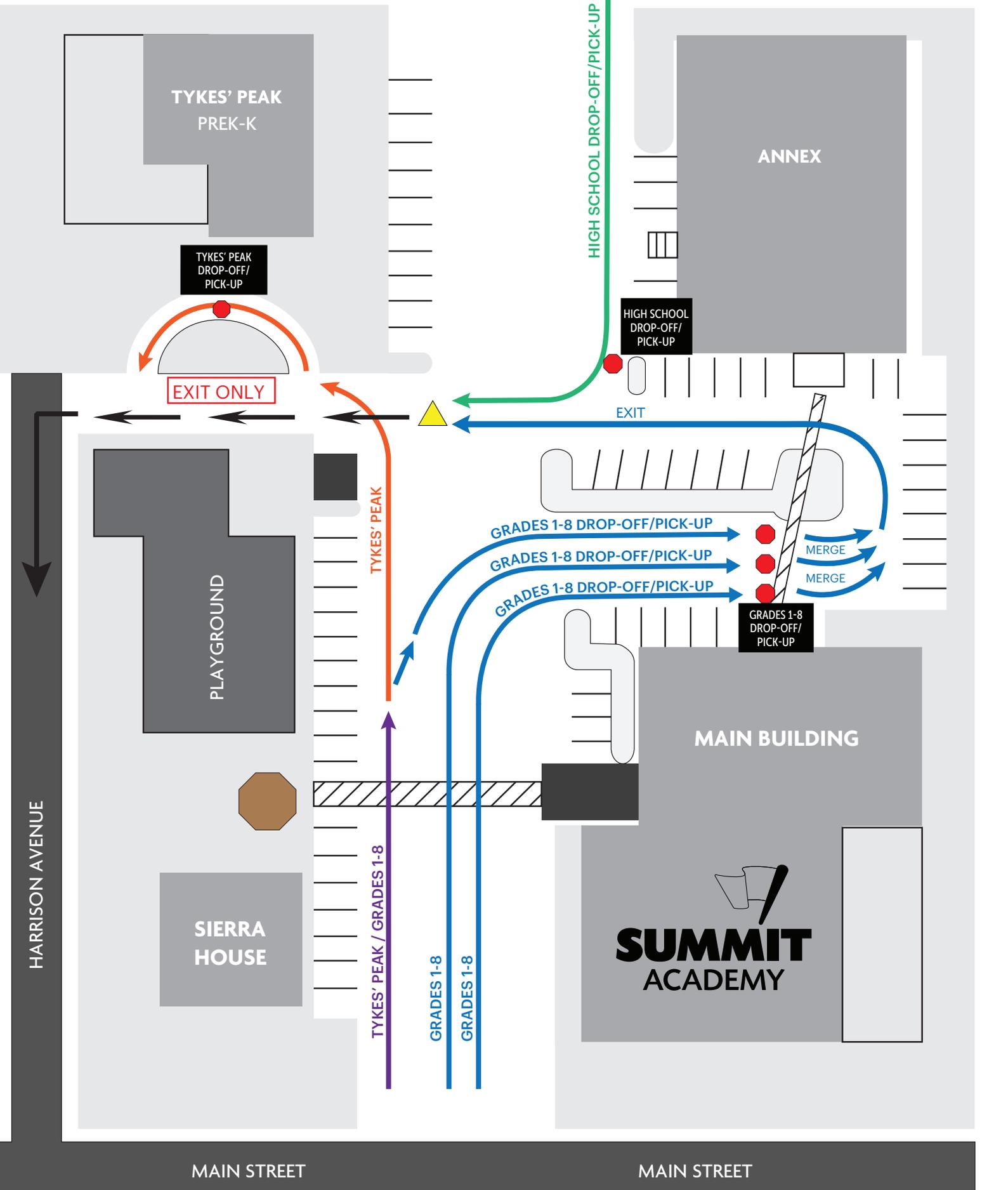
Your student's safety is paramount. If your regular pick-up arrangements or person changes, ***we must be notified prior to dismissal.*** You should notify your student's homeroom teacher in writing, when possible.

If alternate plans are made during the school day, please call as early as possible to inform the school.



# SUMMIT ACADEMY CARPOOL PROCEDURE

(NOT TO SCALE)



# VISITING THE CLASSROOM

## PARENT VISITS

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 the classroom, please make arrangements with the Lower School or Upper School Principal at least one day in advance. It is not necessary to call ahead for a lunch visit, although you will need to bring your own lunch. All guests must check-in with the Office Manager and obtain a visitor's pass.

## THERAPIST VISITS

Summit Academy invites collaborative partnerships with members of a student's support team. This includes outside speech and occupational therapists, behavioral therapists, etc. We know that many of these therapies are more effective when reinforced in the classroom setting. For this reason, therapists are welcome to provide services to students during the school day. Arrangements for these therapies must be made with the Lower School or Upper School Principal.

# ABSENCES, TARDINESS, AND TRUANCY

All students are required by law to attend school every day and to be on time for school and all classes. Summit Academy will keep record of excused and unexcused absences daily to comply with Kentucky School Law. The statute related to truancy, KRS 159.50, 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."*

Students are expected to maintain an 80% attendance rate. Excessive absences or tardies at Summit Academy may result in:

- An incomplete for the grading period/year
- 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 out for a planned, extended absence, parents should contact their student's teachers and the Office Manager at least one week in advance. If a student will be out for an unplanned absence, please call the school by 8:30 a.m. to report the absence. We strongly encourage you to schedule appointments outside the school day and calendar. Our students benefit from as much continuity and consistency as possible.

## MISSING/ MAKE-UP WORK

When a student is absent from school, they may have two school days for every one day of absence in order to make up given assignments. For example, if a student misses two days of instruction, they will have four school days in order to complete missed assignments.

Staff members will supply make-up work for extended absences after the student returns to school. For example, if parents plan on taking a vacation during the school year, make-up work



will be provided once the student returns from the trip.

Reasonable penalties for late or missing work are determined by the teacher based on the age of student and nature of assignment. Any assignments more than two weeks late may result in a score of zero. Reasonable effort will be made by the teacher to communicate late or missing work with the student and parent.

## **ROUTINE ABSENCES**

When outside therapy appointments occur during the school day, parents must notify the Office Manager with the day and time of early release. This schedule will then be shared with the Lower School or Upper School Principal who will then contact parents if there are any scheduling concerns. Changes to therapy schedules should be communicated with the Office Manager.

## **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 front desk. Only adults who have been previously designated by parents/guardians as “authorized” may pick up students prior to dismissal. All adults should be prepared to show an ID.

## **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. Please see Section IX of this handbook for descriptions and explanations.

## **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. If you have questions about the SchoolMessenger system throughout the course of the year, please contact the school directly.





## SECTION IV

# COMMUNICATION

- ▶ THE MONDAY UPDATE
- ▶ WEBSITE & SOCIAL MEDIA
- ▶ PROGRESS REPORTS & CONFERENCES
- ▶ SPECIAL PARENTING CONSIDERATIONS
- ▶ 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 every Monday morning. It can also be accessed via our website by going to [summit-academy.org/monday-update](https://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.

If not receiving the Monday Update or other general school communications, please contact the Director of Communications to update your contact information.

## WEBSITE AND SOCIAL MEDIA

Here are some of the features and resources available online at [summit-academy.org](https://summit-academy.org):

- ▶ [Staff Directory](#)
- ▶ [Tuition Payment \(FACTS\) information](#)
- ▶ [School Calendar/Lunch Calendar](#)
- ▶ [SAM portal](#)
- ▶ [Support Summit](#)
- ▶ [Program registration](#)
- ▶ Event Tickets/RSVP (when applicable)

Summit Academy has a presence on Facebook, Instagram, 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.

PTO information can be found in the Summit Academy of Louisville PTO Facebook Group.

## PROGRESS REPORTS AND CONFERENCES

Progress Reports are issued 3 times a year and will be sent to the parents. Conferences are held in November, February, and May. For students in grades K-8, conferences are conducted by your student's team of teachers, 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. Additional 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.



## SPECIAL PARENTING CONSIDERATIONS

Natural parents are presumed to be the natural guardians with all rights and privileges. Married, unmarried, separated or divorced parents who share legal custody equally share the right to make major decisions for their child. Separation or divorce does not change the legal rights of the parents unless there is a court order defining those rights. Proper documentation is needed to protect the legal rights of all parties.

School officials will use court orders as a basis for determining appropriate communication with and releasing students to non-custodial parents, as well as a non-custodial parent's participation in school functions (i.e. field trips, classroom visits).

*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. If the parent or guardian would like official information to be shared with other parties, they should notify the school in writing.

## 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. There is no fee to join, and all parents are encouraged to be involved. To find out more, go to the [Family Resources](#) tab on our website and click on PTO or email [ptosummitacademy@gmail.com](mailto:ptosummitacademy@gmail.com).

## 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, Technology, Library, or lunchroom aide
- Guest speaker
- PTO officer, committee member, or event volunteer
- Development events volunteer

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, stepparents, and/or guardians. If you have a change of address, phone, email address, marital status, or any other important information, please update it online (see instructions below) and notify the Office Manager 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, and 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 progress report
- ▶ Change your SAM password
- ▶ Add emergency contacts
- ▶ Access the school directory
- ▶ Check absences

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 by going to [summit-academy.org](http://summit-academy.org) and clicking on "SAM PORTAL" at the top of the page.
- 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 V

# SAFETY

- ▶ CAMPUS SECURITY
- ▶ TRAFFIC SAFETY
- ▶ SUPERVISION OF STUDENTS ON GROUNDS
- ▶ REPORTING CHILD ABUSE
- ▶ REPORTING SCHOOL-RELATED ACCIDENTS
- ▶ SEARCH AND SEIZURE
- ▶ RELEASING STUDENTS TO POLICE CUSTODY
- ▶ BACKGROUND CHECKS FOR ADULTS
- ▶ THREATENING, TAUNTING, BULLYING POLICY
- ▶ ALCOHOL/DRUG/TOBACCO POLICY
- ▶ POSSESSION OF DANGEROUS ARTICLES
- ▶ DUTY TO REPORT CERTAIN CONDUCT
- ▶ HARASSMENT POLICY
- ▶ DISASTER & LOCKDOWN DRILLS
- ▶ CRISIS PLAN



## CAMPUS SECURITY

Summit Academy has a computerized, security access system. All buildings will be locked and secured at all times. Only Summit Academy personnel have access to buildings. 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 and should use a name badge.

## TRAFFIC SAFETY

Because of our campus's 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 3:15 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 teacher, coach or sponsor, after hours. Families are allowed to use the outdoor equipment under the supervision of the parent or guardian outside of school hours.

## REPORTING CHILD ABUSE

Kentucky Law (KRS620.030(2a)) requires school teachers and school officials who suspect the physical, emotional or sexual abuse or neglect of a child to report their suspicion to the Child Protection Branch of the Kentucky Cabinet for Health and Family Services.

Summit Academy employees 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.

Summit Academy is a partner of Face It, A Movement to End Child Abuse founded by Kosair for Kids.

## REPORTING SCHOOL-RELATED ACCIDENTS

Any significant (requiring more than minor first aid) accident occurring at school will be documented on the appropriate accident form, which is signed by either the Lower School or Upper School Principal. The parent/guardian or emergency contact person will be notified via email, phone, or in person by the supervising/reporting staff person prior to the end of the school day.



## **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, locker, Chromebook, and other items digitally stored in a student's Summit Academy account at any time. School officials will ensure that an additional Summit Academy faculty member is present during the search.

## **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 student. If a student is taken off of school grounds, school officials will attempt to contact the parent/guardian. Police officials may not wait for the parent/guardian before escorting the student off school grounds.

## **BACKGROUND CHECKS FOR ADULTS**

All individuals who may be in a supervisory role for students must undergo a national and state criminal background check. This includes individuals in paid positions as well as those in volunteer roles.

Any individual who has pled guilty to or has been convicted of drug offenses; sexual offenses; offenses against minors; deadly weapons offenses; violent, abusive, threatening, or harassment offenses; or any felony offense, may not be allowed to work directly with students.

Parents choosing to attend field trips with their students are not required to undergo a background check, however, they may at no time be left unattended with students other than their own child.

## **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 (both in-person or cyberbullying) 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 Lower School or Upper School Principal. The principal, 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 (in-school or out-of-school) 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 Lower School or Upper School 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 Lower School or Upper School 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 may be required to pick student up for remainder of the school day
- school may contact the student's outside therapy provider to inform them of what occurred and the actions taken
- student may 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 or use of alcohol by any minor is strictly prohibited. The possession or use of alcohol by individuals of legal age may be permitted at certain development events where permissions were previously communicated.

Alcohol being stored on school grounds for events or given as gifts must be held in a location not permitted by students.

Smoking and/or vaping is not permitted in the buildings or on school grounds at any time by any individual.

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

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

## **POSSESSION OF DANGEROUS ARTICLES**

In accordance with Kentucky state law 527.070, weapons are not allowed on school property. A weapon is defined as any firearm, deadly weapon, destructive device, or booby trap device.

If any person is found to be in possession of a dangerous article on school property, they will be immediately removed from the premises and their ability to return will be dependent upon further investigation.



## 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 (physical or sexual), 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 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

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- ▶ **Sexual Harassment:** It is illegal and against the policy of Summit Academy for any person 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 a student's enrollment, attendance or advancement;
  - (b) making submission to or rejection of such conduct the basis for decisions affecting a student's education; or,
  - (c) creating an intimidating, hostile or offensive environment.

Sexual harassment is unlawful even when the alleged conduct has caused a 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

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Any person who becomes aware of harassment by any member of the faculty, staff, student, parent, or by anyone else, including outside vendors or service providers, should immediately advise the Head of School or division 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. If a student is involved in an incident of harassment, the parents of the student(s) will be notified. Should the nature of the allegation require notification of the police or any other government agency, the parents of the students involved will be informed of this process.

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.

## DEALING WITH HARASSMENT

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- ▶ **Consequences of Harassment:** If it is determined that a student of Summit Academy or their parent or guardian 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
  - Dismissal



- ▶ **Retaliation:** Any retaliatory action taken by a person accused of harassment is prohibited and will be regarded as a separate cause for complaint.
- ▶ **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 of forethought will be considered as serious an offense as harassment.

The Summit Academy Staff Handbook outlines the procedures if a staff member is involved in a harassment incident.

## **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. Parents and guardians will be notified the same day after a drill takes place. In the case of a lockdown drill, communication will be sent prior to the drill.

## **CRISIS PLAN**

Summit Academy has 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.

Summit Academy's full Crisis Management plan can be made available digitally to families upon request to the Director of Finance and Facilities.



## SECTION VI

# GENERAL STUDENT POLICIES

- ▶ SCHOOL-WIDE EXPECTATIONS
- ▶ DISCIPLINE POLICY
- ▶ STUDENT TECHNOLOGY USE
- ▶ PROBATION OR DISMISSAL
- ▶ UNIFORM POLICY & GUIDELINES
- ▶ LOST AND FOUND
- ▶ CAFETERIA
- ▶ CELEBRATIONS
- ▶ SNACKS
- ▶ RECESS
- ▶ TELEPHONE PRIVILEGES
- ▶ MOBILE PHONES & ELECTRONIC DEVICES



## **SCHOOL-WIDE EXPECTATIONS**

- ▶ Be safe.
- ▶ Show respect for self and others.
- ▶ Be prepared.
- ▶ Do your personal best.

## **DISCIPLINE POLICY**

Summit Academy utilizes a positive approach to help guide student behavior, with a goal of developing a student's self-regulation. Our focus is on preventative measures rather than on punitive actions. Our staff attempts to prevent unexpected behavior by:

- instructing students at their developmental level
- explicit teaching of behavior expectations and connected consequences
- explicit teaching of emotional regulation strategies
- manipulating the physical environment
- focusing on positive behaviors
- varying types of tasks
- anticipating and providing appropriate supports in situations or stimuli may increase the possibility of unexpected behavior
- utilizing class and/or individual behavior support program
- providing a structured, secure classroom and school environment

Consequences for unexpected behavior may include:

- natural consequence directly related to offense (i.e., conflict resolution after hurting the feelings of classmates, helping clean the school when caught doing graffiti)
- loss of recess or free time
- taking a break from the environment
- personal reflection on the nature of the problem and other more appropriate alternatives
- loss of privilege to participate in a special event or activity (parents will be notified if this occurs)
- communication to parent
- in-school or out-of-school suspension
- conference with teacher or administrator

## **CHRONIC BEHAVIORS**

A behavior becomes chronic when multiple verbal and/or physical interventions are needed daily. If this occurs, follow the Chronic Behavior Flow Chart.



# Chronic Behavior Flow Chart

## Level 1

**Teacher utilizes Tier 1 and 2 Behavior Supports and Communicates with Parents**  
Supports are tried for a minimum of one week

Not  
effective

## Level 2

**Teacher Communicates with Lower School or Upper School Principal and Parent is Called by Teacher**  
Different/Additional Tier 2 and Tier 3 supports are tried for a minimum of one week

Not  
effective

## Level 3

**Teacher Communicates with Lower School or Upper School Principal  
Parent Conference is Held by Teacher**  
Different/Additional Tier 2 and Tier 3 supports are tried for a minimum of one week

Not  
effective

## Level 4

**Teacher Communicates with Lower School or Upper School Principal  
Parent Conference is Held - Principal Leads**  
Head of School is notified  
\*Next steps are discussed (meet with principal to determine placement at Summit Academy)

Not  
effective

## Level 5

**Teacher Communicates with Director of Academics and Principal  
Parent Conference is Held - Principal Leads**  
Behavior plan is revisited and revised as necessary

**If a student exhibits any of the following behaviors they will automatically start at level 4:**

- Chronic physical aggression
- Chronic verbal aggression
- Explicit language or acts

# STUDENT TECHNOLOGY USE

## SCHOOL PROVIDED TECHNOLOGY

Students have access to technology via tablets, desktops, and Chromebooks. This is a privilege and requires that our students treat them responsibly. If it is determined that a device 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 devices and the expectations involving them are reviewed with students periodically.

## TECHNOLOGY USE EXPECTATIONS

Summit Academy works to teach students how to use technology safely and responsibly. Digital citizenship is important to creating a safe learning environment for all. Summit Academy deploys internet filters and bars communication between students and anyone outside of Summit Academy.

Students are expected to:

- ▶ Use technology as instructed by the teachers
- ▶ Avoid content on the internet that is inappropriate (violent, sexual, vulgar, etc.)
- ▶ Refrain from changing the configuration of computers
- ▶ Refrain from attempting to gain unauthorized access
- ▶ Report to the teacher or administrator any offensive or questionable content found while using school devices
- ▶ Report to the teacher or administrator any questionable activities conducted by other students
- ▶ Respect and handle appropriately all property of the school, including technology devices

Students who fail to meet expectations or misuse technology may experience consequences as outlined in the Discipline Policy.

## PROBATION OR DISMISSAL

The probation or dismissal of a student is at the discretion of school administration. The school administration may, at any time, dismiss or place on notice 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.



# UNIFORM POLICY AND GUIDELINES (PREK-8)

## TOPS AND OUTERWEAR

### Guidelines:

- All tops and outerwear **must** be purchased from Shaheen's and display an official logo
- Shirts do not have to be tucked in
- ONLY logo sweatshirts and jackets are allowed to be worn in the classroom
- Club and spirit-wear shirts are to be worn on Fridays **only**

ITEM	DESCRIPTION
Polo	Dri-fit and classic styles, Long and short sleeve, Unisex and female cuts, Green/Gray/White
T-Shirt	Crewneck, Shortsleeve, Unisex, Gray
Sweatshirt	Crewneck and Quarter-zip, Unisex, Green/Gray
Performance Fleece	Quarter-zip and Full-zip, Unisex, Green

## BOTTOMS AND JUMPERS

### Guidelines:

- Solid colored items may be purchased from any retailer
- Plaid items **must** be purchased from Shaheen's
- Sweatpants and knit/athletic shorts are not allowed
- Shorts, skirts/skort, and jumpers must be no higher than 3" above the knee
- Skirts and jumpers should be worn with bike shorts or leggings underneath
- Leggings may not be worn as uniform pants and should only be worn with skirts
- Jumpers must be worn with a white or green long- or short-sleeved collared shirt

ITEM	DESCRIPTION
Pants/shorts/skirts/skort	Navy or Khaki chino style Plaid #1B Skirt (only available at Shaheen's) Standard or elastic waist
Jumpers (Grades PK-3 only)	Plaid #1B (only available at Shaheen's)

## SHOES AND ACCESSORIES (UNIFORM AND FREE DRESS DAYS)

### Guidelines:

- Footwear should be closed toed with flat heels; no wheels
- Closures should be easily manipulated by student
- The only body piercing accepted is ear piercing
- Stud-style earrings only
- No accessories that cause a distraction or a safety concern
- No accessories displaying inappropriate messages or images
- Hats/hoods are not to be worn in the school building unless a special Hat Day is declared



## GENERAL GUIDELINES (UNIFORM AND FREE DRESS DAYS)

- Students are expected to practice good personal hygiene including: deodorant, clean and well-groomed hair, clean clothes
- No more than 25% of a student's hair can be colored an unnatural color (except on school sponsored spirit days)
- No visible tattoos
- Non-uniform outerwear may not be worn in the classroom, even on "free dress" days
- No visible undergarments
- Administration has final say regarding the enforcement of dress code

## FREE DRESS DAYS

### Guidelines:

- Free dress days occur:
  - On the first school day of the month
  - On the student's birthday (or day designated by administration when birthday falls on a non-school day)
  - When a student is awarded a *Free Dress Pass*, they may use it on **Fridays only**
- All shirts must have sleeves
- Clothing must not be too revealing or immodest
- No spandex
- Skirts and dresses should be worn with bike shorts or leggings underneath
- If leggings are worn as pants, they must be worn with a shirt or dress that covers the hips
- Shorts, skirts, and dresses must be no higher than 3" above the knee
- No inappropriate messages or images are to be displayed on any clothing

## PURCHASING

All logo uniform items are currently available for purchase through Shaheen's at [shaheens.com/summit-academy](http://shaheens.com/summit-academy)

**\*\*For high school dress code, see the High School Code of Conduct**

## LOST AND FOUND

Personal items including lunch boxes, water bottles, and outerwear should be labeled with the student's name. Lost and found items are held in the front office. Students and parents may check with the teacher or Office Manager for missing items. Unclaimed items will be held for 90 days, and then donated to a local organization.



## CAFETERIA

For an additional fee, Summit Academy offers a hot lunch option on Mondays (Chick-Fil-A) and Fridays (Papa John's). You may sign up for one or both of these options at [summit-academy.org/lunchplan](https://summit-academy.org/lunchplan). These options must be paid for through the FACTS system the following month. Please speak to the Director of Finance and Facilities if you have any questions.

On Tuesdays, Wednesdays, and Thursdays, all students must bring lunch from home, including a drink.

- Inform the school immediately of any food allergies or dietary restrictions (medical or religious) that your student has, even if they are not enrolled in Summit Academy's school lunch program
- If a student does not have a lunch, a parent will be contacted
- School personnel will always encourage students to eat
- Soda is not allowed
- Students may not share food
- If a parent chooses to have food delivered to school and the deliveries become a distraction from the student's school day, alternative arrangements will need to be made by the family

## CELEBRATIONS

With permission from the homeroom teacher, store bought treats for birthday celebrations may be given out at school to the entire class. Parents and teachers need to be sensitive to the fact that some students have food allergies and should plan the treat accordingly. Parents will coordinate with homeroom teachers on holiday treats.

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

## SNACKS

All students have the opportunity for a morning snack. 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.

## RECESS

All students in grades PK-6 will have a daily recess period. 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 AND OTHER ELECTRONIC DEVICES**

Students may not use cell phones or other electronic devices, including smart watches with cellular service enabled, during school hours. These items must be turned off and remain in a student's backpack or locker until after school hours or they will be confiscated by staff.

Reoccurring offenses will result in parents being contacted and a plan developed to ensure enforcement of the policy. High School students may have access to their cell phone at certain times of day. Please see High School Addendum for additional information.

Summit Academy is not responsible for any personal belongings brought to school.



## SECTION VII

# CURRICULUM & SUPPLEMENTAL SERVICES

- ▶ ASSIGNMENT TO A CLASSROOM OR TEACHER
- ▶ INSTRUCTIONAL DESIGN
- ▶ HOMEWORK
- ▶ FIELD TRIPS
- ▶ LIBRARY USE & FEES
- ▶ COUNSELING
- ▶ SCHOOL SERVICE PROJECTS
- ▶ GRADING SYSTEM
- ▶ STUDENT SERVICE PLANS
- ▶ TESTING
- ▶ SUPPLEMENTAL SERVICES



## ASSIGNMENT TO A CLASSROOM OR TEACHER

The class groupings that your student is assigned to are determined by the Lower School and Upper School Principals in collaboration with the faculty based on your student's individual educational needs. Therefore, parents or students are not given the opportunity to request placement with or without specific teachers or student(s).

## INSTRUCTIONAL DESIGN

### PRE-KINDERGARTEN-8TH GRADE

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Instruction at Summit Academy is very personalized. Instructional groups are formed based on the various needs of the students and curriculum and instructional resources are selected for each learning group. Student Service Plans indicate the level of instruction for math and literacy. Report card grades reflect assessment of progress at that level.

**Mornings** are devoted to math and literacy, school-wide. For these subjects, students are grouped based on their current academic levels and the method or approach and pacing needed for the student to successfully acquire new knowledge. Curriculum in math and literacy is based on Kentucky State Standards.

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

**In Special Areas** such as Art, Physical Education, Technology Lab/Maker Space, Library, and Music, students engage in a variety of activities that expand and enrich their learning experience.

Our approach includes:

- ▶ Evidence-based instruction in all content areas
- ▶ Vocabulary and language development
- ▶ Teaching of executive functioning and social skills
- ▶ Opportunities for multi-sensory, hands-on, and experiential learning

### HIGH SCHOOL

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

**Cornerstones of the 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



## **HOMWORK**

Homework may be assigned to students depending on their developmental age and readiness.

The main objectives of homework are:

- ▶ to establish homework as an expected part of the school experience
- ▶ to practice working independently
- ▶ to practice time-management skills
- ▶ to reinforce a specific skill

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/CLASSWORK GRADING**

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

If you are having homework difficulties, please contact your student's teacher.

## **HOME STUDY TIPS**

- Students and parents should get into the habit of checking for teacher emails, the student's assignment notebook, or announcements in Google Classroom 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.
- Often it is helpful to set a timer.

## **FIELD TRIPS**

Each class will participate in field trips during the school year. Parents are advised of details, including cost, prior to all field trips. A signed parent permission form is required for every off-campus outing. If a parent chooses to not have their student attend a field trip, they should communicate with their student's homeroom teacher to discuss alternative arrangements.

## **LIBRARY USE AND FEES**

Summit Academy students in grades PK-9 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 10-12 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 it is collaboratively believed that a student needs individual or more regular counseling services, the parents will be contacted by administration.

## 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 may 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, and Executive Functioning 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 use the following Effort Scale to reflect progress:

### EFFORT SCALE

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



Students who fail to maintain an 80% attendance rate for the term or year may receive an incomplete. Incompletes may result in the student not being promoted to the next grade. Credit recovery for high school students is not available through Summit Academy.

## STUDENT SERVICE PLANS

All Summit Academy students have an individualized Student Service Plan (SSP). SSPs are used to document student progress and goals, provide communication, and are utilized for problem solving during team meetings.

A student's SSP includes:

- Name, date of birth, grade
- Homeroom, Math, and Literacy teachers' names and curriculum level
- Date of most recent psychoeducational evaluation and date for re-evaluation
- Medical and educational diagnoses, allergies, any medications taken, emergency medical procedures (when applicable)
- Supplemental services the student is receiving - including those Summit Academy provides as well as private services
  - *Supplemental services include speech therapy, occupational therapy, counseling (group and individual), behaviorist/behavioral therapy/ABA, and academic tutoring*
- Standardized test scores
- Academic, executive functioning, social skills, and parent goals
- Accommodations and modifications

A copy of the student's most recent SSP will be provided at each formal parent-teacher conference, however, they may be requested at any time.

## TESTING

The Star 360 test is administered by the teachers during three specific testing windows. A progress monitoring version of the assessment may also be administered throughout the year. New students are administered the test upon enrollment.

Other assessments are used to measure a student's mastery of specifically taught material. They are administered by the teachers incrementally throughout the year in all subject areas.

## SUPPLEMENTAL SERVICES

### EXTRA-CURRICULAR ACTIVITIES (FEE BASED)

Clubs are chosen yearly, based on student interest and the availability of sponsors. All clubs are sponsored by Summit Academy teachers or parents. Registration forms are available online.

Students involved in extracurricular 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 is necessary, the student must be registered for After School Care, which is available on a fee-basis.

There are no refunds due to absence of student, sponsor, or closing of school. 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.

### **STUDENT SUPPORT SERVICES**

Summit Academy provides a limited amount of intervention support in the areas of speech, occupational therapy, and social/executive functioning skills. Every effort will be made to provide for the needs of students by providing direct support in individual or small group settings. However, these services are not intended to replace one-on-one therapies with outside providers.

If it is collaboratively believed that a student needs individual or more regular support services, the parents will be contacted by administration.

### **COORDINATION OF SERVICES WITH JEFFERSON COUNTY PUBLIC SCHOOLS (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

Please contact the Lower School or Upper School Principal for more information.

### **BEFORE AND AFTER SCHOOL CARE PROGRAM (FEE-BASED)**

The Before and After School Care Program is open 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. To register or for information please visit [summit-academy.org/basc](http://summit-academy.org/basc). The charges are billed through the FACTS system. There are no drop-ins allowed.

### **TUTORING (FEE-BASED)**

Summit Academy teachers may be available for one-on-one or small group. 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 and can be provided outside of school hours. Any parent looking for recommendations for tutors should contact the Lower School or Upper School Principal.





## SECTION VIII

# HEALTH

- ▶ STUDENT ILLNESS
- ▶ IMMUNIZATIONS
- ▶ ADMINISTERING MEDICATION
- ▶ PESTICIDE USE & NOTIFICATION
- ▶ ASBESTOS INSPECTIONS



## STUDENT ILLNESS

**If a student is exhibiting any of the following symptoms at home, they should not attend school.** *A student who is sent home from school with a fever or vomiting should not return to school the next day.*

- 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 100.4°F or higher (student must be **\*\*fever free\*\*** for at least 24 hours to return to school)
- **OR**
  - Temperature of less than 100.4°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.
- Flu-like and COVID-19 symptoms including cough, muscle aches, wheezing, shortness of breath, etc.
- Diarrhea, defined as loose stools and/or an increased number of stools compared with the student's normal pattern.
- Vomiting two (2) or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition.
- 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
    - The presence of the rash does not represent an illness that is contagious.
    - 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 the 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
  - You must notify the school if a student contracts head lice. The student must remain at home until the proper treatment has been administered. After treatment and removal of all nits, your student may return to school by choosing one of the following options:
  - Option 1 – School recheck
    - Upon return to school, a parent/guardian must accompany the student 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
    - Student must bring the completed form from the healthcare provider to school



upon returning. He or she will be rechecked at school again in five (5) school days only if nits were identified by the healthcare provider.

- 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 the student can return.
- Tuberculosis until the Louisville Department of Public Health and Wellness states the student can return.

*\*Confirmed cases of flu, COVID-19, strep, or other communicable illnesses require a medical note in order for the student to return to school.*

*\*\*“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\*\**

## **IMMUNIZATIONS**

Kentucky Law requires that a current immunization certificate be on file at the school within 2 weeks of the child’s enrollment. A current immunization certificate (or verified exemption letter) is required to be submitted to the Office Manager for all students. When immunization certificates expire, the school will notify parents.

## **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
- Physical description of medication

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. Some over-the-counter medications can be administered to a student at the discretion of Summit Academy staff if it has been authorized by the parent on the Student Information Form.

## **PESTICIDE USE AND NOTIFICATION**

We have instituted a 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 monthly after school is dismissed; typically between 3:30 and 4:00. If you would like to be notified in advance of any pesticide application please contact the school office.

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.

## **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!*

