

2019 - 2020 Student Handbook

Name _____
Grade _____



1225 East 13200 South
Draper, Utah 84020
www.draper.summitacademyschools.org

Main Office Telephone : 801-572-9007
Main Office Fax: 801-572-9875

The policies and procedures contained in this book are the result of a concentrated effort on the part of the faculty, students, community, and the administration. The information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

SUMMIT ACADEMY SCHOOLS

2019-2020

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2 Labor Day	3	4	5	6	7			1	2	3	4	5
4	5 NTO	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12 NTO	13 NTO	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16 early out EQQ - 1	17	18	19
18	19 1st Day	20	21	22	23	#	22	23	24	25 PTC	26 PTC	27 PDD	#	20	21	22	23	24	25	#
25	26 K- 1st Day	27	28	29	30	31	29	30						27	28	29	30	31		
NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	#	22	23	24	25	26	27	#	19	20 MLK	21	22	23	24	25
#	25	26	27	28	29	#	29	30	31					26	27	28	29	30	31	
FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
16	17 Pres. Day	18	19	20	21	#	22	23	24	25	26	27	#	19	20	21	22	23	24	25
#	24	25	26	27	28	#	29	30	31					26	27	28	29	30		
MAY																				
S	M	T	W	T	F	S														
					1	2														
3	4	5	6	7	8	9														
10	11	12	13	14	15	16														
17	18	19	20	21	22	#														
#	25	26	27	28	29	#														
31	Mem. Day																			

<table style="width: 100%;"> <tr><td style="background-color: #d9ead3; width: 20px; height: 10px;"></td><td>First & Last Day of School</td></tr> <tr><td style="background-color: #fff2cc; width: 20px; height: 10px;"></td><td>Early Out</td></tr> <tr><td style="background-color: #fff2cc; width: 20px; height: 10px; border: 1px solid black;"></td><td>ALL Teachers in Training</td></tr> <tr><td style="background-color: #d9ead3; width: 20px; height: 10px;"></td><td>New Teacher Orientation (New to Summit)</td></tr> <tr><td style="background-color: #f4cccc; width: 20px; height: 10px;"></td><td>Conference Compensation</td></tr> <tr><td style="background-color: #fff2cc; width: 20px; height: 10px; border: 1px solid black;"></td><td>End of Quarter</td></tr> </table>		First & Last Day of School		Early Out		ALL Teachers in Training		New Teacher Orientation (New to Summit)		Conference Compensation		End of Quarter	<table style="width: 100%;"> <tr><td style="background-color: #d9ead3; width: 20px; height: 10px;"></td><td>No School</td></tr> <tr><td style="background-color: #fff2cc; width: 20px; height: 10px; border: 1px solid black;"></td><td>Parent-Teacher Conference</td></tr> <tr><td style="background-color: #f4cccc; width: 20px; height: 10px;"></td><td>Mid-term/Final Exams</td></tr> <tr><td style="background-color: #d9ead3; width: 20px; height: 10px;"></td><td>Professional Development Day</td></tr> <tr><td style="background-color: #fff2cc; width: 20px; height: 10px; border: 1px solid black;"></td><td>Make-up (Snow Days)</td></tr> </table>		No School		Parent-Teacher Conference		Mid-term/Final Exams		Professional Development Day		Make-up (Snow Days)
	First & Last Day of School																						
	Early Out																						
	ALL Teachers in Training																						
	New Teacher Orientation (New to Summit)																						
	Conference Compensation																						
	End of Quarter																						
	No School																						
	Parent-Teacher Conference																						
	Mid-term/Final Exams																						
	Professional Development Day																						
	Make-up (Snow Days)																						

** Calendar subject to change (Revised June 2019)

Important Dates 2019 - 2020

First Day of School	Monday, Aug. 19
Labor Day – No School	Monday, Sept. 2
Parent Teacher Conferences – Jr. High	Wed. & Thurs., Sept. 25 & Sept. 26
Professional Dev. Day – No School	Friday, Sept. 27
End of 1 st Quarter	Wednesday, Oct. 16
Fall Recess – No School	Thurs. & Fri., October 17 & 18
Professional Dev. Day – No School	Friday, November 8
Thanksgiving Recess – No School	Wednesday-Friday, Nov. 27-29
End of 2 nd Quarter	Friday, December 20
Winter Recess – No School	Monday, Dec. 23 – Friday, Jan. 3
Martin Luther King Jr. Day – No School	Monday, Jan. 20
Parent Teacher Conferences –	Wed. & Thurs., Feb. 12 & 13
Conference Competition – No School	February 14
Washington/Lincoln Day – No School	Monday, February 17
End of 3 rd Quarter	Friday, March 13
Spring Recess – No School	Monday, April 6 – Friday, April 10
Memorial Day – No School	Monday, May 25
End of 4 th Quarter & Last Day	Friday, May 29

Mission Statement & Values

Summit Academy's mission is to provide a rigorous educational environment based on the principles of high academic achievement and specialized instruction for the benefit of all students.

Values

- Summit is a student-centered learning community based on the principles of safety and respect.
- Summit Teachers are innovative, committed and motivated to provide quality professional instruction.
- Parental involvement is important to the personal success of each student.
- Summit's curriculum builds from year to year and specializes in core knowledge acquisition and application.

Student Guidelines for Success



Ready
Responsible
Respectful
Resilient

The Falcon Four

Student Agendas

Students, this agenda is designed to help you become more organized and succeed in school. If it is used effectively, you will always be aware of your class assignments and expectations for each teacher. The agenda is also a very positive and important link between you the student, your parent, and the school.

1. You are expected to take your agenda to each class every day.
2. You are expected to write all homework assignments in your agenda. You are also expected to take your agenda home each night.
3. Your agenda may be checked daily by some teachers and weekly by others. Teachers and/or teams will designate specific days to check agendas.
4. You are expected to maintain a clean and neat agenda. Students are also responsible for lost agendas. The cost for replacement is \$10.00.
5. Students will be allowed to leave class only with a signed Hallway Passport in the back of their agenda.
6. Students must use their own agenda for hallway passports. **Agendas are non-transferrable.**

Daily Bell schedule will change to accommodate assemblies and other events when necessary.

Bell Schedule Monday

Bell Schedule 6th Grade			
Period	Start	Finish	Time
1	8:15	9:11	56 min.
Advisory	9:15	10:05	50 min.
2	10:09	11:00	51 min.
3	11:04	11:55	51 min.
4	11:59	12:29	30 min.
Lunch	12:29	12:54	25 min.
Recess	12:54	1:15	21 min.
5	1:19	2:10	51 min.
6	2:14	3:05	51 min.

* First warning bell to ring at 8:10 AM

Bell Schedule 7th/8th Grade			
Period	Start	Finish	Time
1	8:15	9:11	56 min.
Advisory	9:15	10:05	50 min.
2	10:09	11:00	51 min.
1st Lunch	11:00	11:25	25 min.
3	11:29	12:20	51 min.
3	11:04	11:55	51 min.
2nd Lunch	11:55	12:20	25 min.
4	12:24	1:15	51 min.
5	1:19	2:10	51 min.
6	2:14	3:05	51 min.

* First warning bell to ring at 8:10 AM

* Lunch is based on 3rd period teacher

Tuesday, Wednesday, Thursday

Bell Schedule 6th Grade			
Period	Start	Finish	Time
Math	8:15	9:20	65 min.
Rotation	9:24	10:24	60 min.
LA	10:28	11:28	60 min.
Recess	11:32	11:56	24 min.
Lunch	12:00	12:25	25 min.
Enrichment	12:29	12:57	28 min.
Rotation	1:01	2:01	60 min.
Science	2:05	3:05	60 min.

* First warning bell to ring at 8:10 AM

Bell Schedule 7th/8th Grade			
Period	Start	Finish	Time
1	8:15	9:20	65 min.
2	9:24	10:24	60 min.
3	10:28	11:28	60 min.
1st Lunch	11:28	11:53	25 min.
4	11:57	12:57	60 min.
4	11:32	12:32	60 min.
2nd Lunch	12:32	12:57	25 min.
5	1:01	2:01	60 min.
6	2:05	3:05	60 min.

* First warning bell to ring at 8:10 AM

* Lunch based on 4th period teacher.

Friday

Bell Schedule 6th Grade			
Period	Start	Finish	Time
1	8:15	9:00	45 min.
2	9:04	9:44	40 min.
3	9:48	10:28	40 min.
Recess	10:28	10:40	12 min.
Lunch	10:40	11:05	25 min.
4	11:09	11:37	28 min.
5	11:41	12:21	40 min.
6	12:25	1:05	40 min.

* First warning bell to ring at 8:10 AM

Bell Schedule 7th/8th Grade			
Period	Start	Finish	Time
1	8:15	9:00	45 min.
2	9:04	9:44	40 min.
3	9:48	10:28	40 min.
4	10:32	11:12	40 min.
1st Lunch	11:12	11:37	25 min.
5	11:41	12:21	40 min.
5	11:16	11:56	40 min.
2nd Lunch	11:56	12:21	25 min.
6	12:25	1:05	40 min.

* First warning bell to ring at 8:10 AM

* Lunch is based on 5th period teacher

All Students Have Responsibilities:

Self-discipline, courtesy, and respect toward others are some of the most important lessons to be learned in life. Discipline underlies our entire educational system. It is education that develops self-control, character, responsibility, orderliness, and efficiency. Self-discipline is a key to courteous conduct and success in school. Students at Summit Academy are held responsible for the following:

- Respect yourself and the rights of others.
- Attend school daily.
- Be on time for all classes.
- Obey school rules.
- Respectfully cooperate and be honest with school personnel and other students.

- Complete all in-class and homework assignments and meet all deadlines.
- Respect public and personal property.
- Be prepared for class and school activities.
- Promote good school, student, and parent communications.
- Make the most of your educational opportunities.

You are expected to conduct yourself in a considerate and courteous manner that is a credit to yourself as well as to your school. Conduct which is contrary to local, state, and federal laws or to generally accepted standards of dress, behavior, decency, honesty, and courtesy, will not be tolerated at school. Before disciplinary action is taken, each situation is thoroughly investigated. School rules and procedures will be enforced in a consistent, firm, and fair manner according to the Summit Academy policies.

Academic Integrity

Cheating will not be tolerated. Plagiarism is considered a form of cheating. **Any student using any means or instrument not personally created for their own benefit, while passing it off as his/her own work, will receive a zero for that work.** Any individual copying information from another individual (i.e. homework or test answers, cutting and pasting from the internet, previously printed material) will receive a zero for the assignment/test. Any individual giving information to another is as guilty of cheating as the individual receiving the information and will also receive a zero. If the individual whose material is being copied gave permission, that individual will receive a zero for the assignment/test. Whenever a student is guilty of cheating parents will be notified, and the student will be sent to the office immediately as this is a minor infraction.

Activities Participation

Many opportunities are provided for students to develop their talents while representing Summit Academy in various activities (i.e. sports teams, dance productions, theater productions, etc.) Students participating in school activities represent their school and fellow students and must show their best behavior and be positive examples at our school or while visiting other schools. Students must maintain at least a 2.0 grade point average and have no "F's", and have citizenship grades reflecting a positive representation of Summit Academy. Students must also attend

school the day of the scheduled extracurricular activity. **Students falling below the term 2.0 GPA will be ineligible to participate in the succeeding grading period.**

After-School Detention

After-school detention is designed to help students with discipline and attendance. Parent support is very important for this program to work. Students may be assigned or choose to attend detention for violation of the gum/food policy, tardies, or other classroom disruptions. Once assigned, the student has five school days to serve a teacher-assigned detention. **It is the student's responsibility to notify parents when they will be attending after-school detention.** Failure to report to after school detention will result in an Office Discipline Referral (ODR) and the detention may be doubled. Administration will make every effort to reschedule the detention date for parental convenience if the procedure outlined in the notice is followed. Failure to follow detention guidelines and procedures may result in more serious disciplinary action for the student. If a student does not follow the guidelines set forth they will be asked to leave. The student will still owe time for this day and will be penalized an additional day of after-school detention for his/her misbehavior.

Attendance Policy

Students are expected to be in school every day. There is a direct correlation between school attendance and school achievement and learning. Subsequently, Summit Academy will do everything possible to maintain a positive learning environment with students in class. It is the responsibility of each student to be in class daily, to be on time and to be prepared to take full advantage of the education process that they are afforded. **Absences for any reason during the first or last week of any quarter are strongly discouraged.** Extra-curricular participants must be in school the day of the event. Upon returning to school, it is the student's responsibility to check with the teacher to find out how to make up work that was missed.

Reporting Absences: Whenever a student is absent from school, the parent/guardian must call the school at 801-572-9007 between 7:30 AM and 9:30 AM the morning of the absence. An absence will be marked unexcused if notification from home has not been received within three school days. An absence is considered unexcused when the parent/guardian fails to notify the school or when there is not a legitimate excuse for the absence.

Bullying

Summit Academy's definition of bullying/harassment is stated below. Consequences for such actions will be in accordance with the severity of the infraction. Bullying/harassment is considered a serious incident. Follow up with each incident will be dealt with in a timely manner.

Bullying or Harassment is "unwanted, aggressive behavior" (USOE, 2013) that involves (1) purposeful harm (emotional or physical), (2) an imbalance of power (such as physical strength, access to embarrassing information or popularity), and (3) repetition or the possibility of being repeated. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally and excluding someone from a group on purpose. Bullying can also include online behavior. It will not be tolerated at Summit Academy.

Closed Campus

Summit Academy has a “closed campus” which means students must remain on campus during lunch and throughout the entire school day. Guests to the school must check in at the front office before proceeding into the school.

Under no circumstances may a student leave campus during regular school hours without being checked out through the attendance office by a responsible adult. Violators will be disciplined.

Computer Use

Students will use the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations set forth in the Information Network Acceptable Use Policy. Students should have a flash drive available to them for daily use. Misuse of computers will result in the student being prohibited from using school computers and/or other disciplinary action.

Conduct at School Functions

All rules and regulations will be enforced at these activities. Students without a Summit Academy student identification card may not be allowed at Summit Academy sponsored dances and activities. Only Summit Academy students are allowed to attend school dances.

Disclosure Statements

Students will receive Disclosure Statements for each class from their teachers during the first week of class. Disclosures should be carefully read by students and their parents/guardians as they contain important information regarding behavior expectations, classroom policies, grading requirements, homework policies, citizenship responsibilities, etc. These should be signed by a parent or guardian and returned to the classroom teacher.

Disrespect and Insubordination

The refusal to follow a reasonable directive by a teacher, administrator, and/or other school personnel is considered insubordination and is prohibited. Such behavior is grounds for suspension.

Drugs, Alcohol & Tobacco

The possession, sale, use, or being under the influence of alcohol, a drug, an imitation drug, drug paraphernalia or misusing any substance on school property or at school activities is a major infraction and will result in an immediate office discipline referral and may result in a suspension. Do not store any item that would be detrimental to you in your locker, backpack, or in your possession. Any individual selling an illegal substance, in or around the school will face an enhanced criminal code violation and will be prosecuted to the full extent of the law. There is zero tolerance for drugs at Summit Academy!

Electronic Devices

The use of personal electronic devices is permitted when approved by the classroom teacher only for educational purposes. Access to Summit Academy’s wireless network may be obtained once the *Summit Academy Student Wireless Access Agreement* has been completed. This form is located in the Main Office. The appropriate use of personal electronic devices on campus during non-instructional hours is permitted. Students who use personal electronic devices irresponsibly

either during instructional or non-instructional hours may have these privileges revoked. Devices confiscated as a result of inappropriate use or failure to obtain teacher consent may be retrieved from the Main Office only by a parent/guardian.

False Emergencies

Pulled fire alarms, threatened violence, disruption, telephone bomb threats, telephone 911 calls, etc., are considered false emergencies and are prohibited. These types of actions may involve police intervention.

Fighting, Threatening, Intimidating, Assault, and Battery

Students are expected to get along with one another and settle differences and disputes in ways other than fighting. Fighting, threatening, intimidating, assault, verbal and physical bullying, and battery types of behaviors (including snowball throwing) at school or at school-related activities are prohibited. Injuries, damages, and medical costs associated with fighting are the responsibility of the involved students and their parents. This is a major infraction and will be disciplined in such a manner. Police will be involved based on the severity of the situation.

Fees (6th, 7th, and 8th Grade)

Activity Fee	\$40.00
Book Rental Fee	\$35.00
Locker Fee	\$5.00
Technology	\$20.00
*TOTAL	\$100.00

**Fees do not include optional purchases such as yearbooks and individual sport participation.*

Fees may be waived in accordance with state regulations. For information on fee waivers, refund policies, and other details, contact the school administration.

Grading Philosophy

Teachers are responsible to ensure that the grade adequately reflects a student's mastery of concepts covered during a designated period of time.

Based upon professional knowledge of mastery, student grades will reflect the following guidelines:

- A = Exceeds
- B = Approaches Exceeds
- C = Meets
- D = Does Not Meet
- F = Does Not Meet, Falls Below

Grade Point Calculation:

A = 4.0 **B+** = 3.3 **C+** = 2.3 **D+** = 1.3 **F** = 0
A- = 3.7 **B** = 3.0 **C** = 2.0 **D** = 1.0

B- = 2.7 **C-** = 1.7 **D-** = 0.7

Grade percentages:

A = 94 – 100 **B+** = 87 – 89 **C+** = 77 – 79 **D+** = 67 – 69 **F** = 0 – 59
A- = 90 – 93 **B** = 84 – 86 **C** = 74 – 76 **D** = 64 – 66
B- = 80 – 83 **C-** = 70 – 73 **D-** = 60 – 63

Citizenship Grades:

Students earn their citizenship grade based on their attendance, preparedness, behavior, and how they adhere to the mission and philosophy of Summit Academy.

E = Excellent citizenship; above and beyond the average school-wide/classroom expectations.

S = Satisfactory meets the expectations.

N = The student needs improvement in following expectations.

U = Indicates that the student is unsatisfactory when following expectations.

Gum/Food

Eating or drinking in the halls is prohibited. Gum is not allowed on school grounds or in the school building at any time. Food and drinks in classrooms will be allowed at the teacher's discretion. Not following these guidelines is a minor infraction and can become a major infraction with further noncompliance. Chewing gum will result in an After-School Detention.

Halls

While in the halls, students should observe rules of common courtesy and behave as they generally would be expected to in the classroom. Students should refrain from loitering, blocking the hallway, pushing, excessive noise, littering, and PDA.

Hallway Passports

There is no acceptable reason to be in the hall without a hallway passport. Whenever it is necessary for a student to leave a room during a class period, or when the teacher finds it necessary to send a student out of class for any reason, the student must have a signed student Summit Academy Agenda hallway passport. The hallway passport is signed by teachers who are responsible for students to whom they issue the passes. Students must use their own hallway passports/agenda. Any student found in the hall without a hallway passport will be subject to disciplinary action.

Harassment

The general policy of Summit Academy is one of utmost respect for the individual. Any form of harassment of boys or girls, whether by word, gesture, or action, will not be tolerated. Students who harass others will be sent to the office for disciplinary action. Students who feel they are being harassed by another student or adult should report this action to a teacher, counselor, or administrator.

Hazing or Initiation

It is the policy of the Board of Trustees that hazing activities of any type are inconsistent with the educational process. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a

substantial risk or causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. If hazing or planned hazing is discovered it will be reported immediately to the principal. The principal will decide the degree to which the hazing will be disciplined.

Help!

Occasionally, every student may feel the need for extra support or help from the Summit Academy school staff. We have many understanding persons and available programs that can help you get through any tough time. If you are stressed, frightened, bored, tired or just need somebody to talk with you about a problem or concern that you may have, please talk with someone on the staff. Your teachers, counselors, support services, office, principal and other staff members are here to help you have a positive junior high experience. Students should feel free to consult with the counselor about any problem giving cause for concern. Some of the services available are listed below:

College and Career Readiness (CC& R)
Individual counseling
Crisis counseling
Recommendation Letter requests
Parent/teacher/counselor case conferences

Small group counseling
Career Development
Group counseling
Assistance with grades/SIS
Scheduling concerns

High Expectations

During this time of your life, EDUCATION is your career. Coming to this school is your job and your job expectations are:

1. Take **PAPER AND PENCIL** to each class daily.
2. Take your **AGENDA** to each class daily.
3. Take appropriate **TEXTBOOKS** to each class daily.
4. Know which classes require **SPECIAL MATERIALS**. Be responsible for taking those materials to each appropriate class.
5. Be prepared and complete all **HOMEWORK** assignments.
6. Be responsible for **LEARNING** at school. Learning is your first responsibility. It is great to have friends but you should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.
7. Put forth your best **EFFORT** at all times.

Homework Policy

Students are expected to turn work in on time. Since the successful completion of homework assignments will play an important part in final evaluation of the student, parents, and teachers share a mutual responsibility to encourage the completion of assignments. If a student is absent it is his/her responsibility to make-up any missed homework assignments within the same number of days they missed once they return to school. The teachers at Summit Academy will collaborate to ensure that homework is not excessive. Parents and/or students should e-mail teachers directly for assignments and make up work due to absences. No homework will be assigned on Fridays for 6th graders.

Honor Roll

The honor roll and high honor roll recognition is awarded to those students who achieve a high measure of success in their course of study at Summit Academy. Any student is eligible for honor roll providing he/she has obtained a 3.5 average or better GPA. Any student is eligible for high honor roll providing he/she has obtained a 3.75 average or better GPA. The honor roll is based on quarter grades.

Illness during the School Day

A student who becomes ill during the school day will report to the main office for permission to call home. A parent/guardian is requested to provide transportation to the doctor or to the home as soon as possible. In case of an emergency, the rescue squad and the student's parent/guardian will be notified. Under no circumstances may a student leave school without permission from the Main Office.

Items Discouraged at School

Items that are disruptive to the school environment and are easily lost or stolen are discouraged at school. Any items that are not beneficial to any program or activity at Summit Academy may be considered disruptive. If any item is a disruption to the learning environment, it will be confiscated by a teacher and turned in at the office. **Confiscated items will only be returned to the parent/guardian.**

We discourage students from bringing items of value to school. **The school is not responsible for lost or stolen items, even if they are stored in hall or gym lockers.**

Items Prohibited at School

Many items are absolutely prohibited at school for any reason. This would include any type of weapon, pocket knives, linesman tools, fireworks, and any type of toy that looks like a gun. If a student brings one of these items to school, they will be suspended. Possession of these items may also involve police intervention.

Littering

Trashing or littering of the school halls or grounds is not acceptable. Violators will be disciplined.

Lockers & Responsibility for Personal Items

Lockers with combinations are issued to students at the beginning of the year. Lockers should be kept locked at all times. Students are discouraged from sharing their locker combinations with each other. Each student is responsible for keeping their assigned locker clean, both inside and outside. Students may not write on the inside or outside of their lockers. Students may not use any type of tape or adhesive to hang items and/or decorate their lockers. No decorations of any kind are allowed on the outside of lockers. Damage caused to the locker will be charged to the responsible student. **Lockers are the property of the school and may be examined at any time.** To assure safety and security of personal items, including backpacks, students are expected to lock all items in their lockers.

Summit Academy does its best to provide appropriate supervision for students and their belongings. It is not possible, however, to observe or manage every student and all personal

belongings to perfect satisfaction. Each student must assume responsibility for following school procedures and notifying administrators when any dangerous situation arises.

Students are not to bring items of significant value to school. If, for some class or activity, such items are required, the items should be checked in with the office until needed. The school is not responsible for lost or stolen items.

Lost and Found

Lost and found articles will be collected in the main office. Owners must accurately identify lost items in order to reclaim them. Items will be donated to charity at the end of each month.

Lunch Room

We encourage you to take advantage of the meals available through the cafeteria. Not only is the lunch room the place to eat but it is also a place where good human relations develop. Here, each student is expected to practice the general rules of good manners which one would find in the home. Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are: (1) observing good dining room standards at the table, (2) leaving the table and surrounding area clean and orderly, (3) putting trash and recyclables in the proper containers, (4) being respectful to lunch staff, and (5) not leaving the lunchroom while eating or carrying food. Students should remain in the lunchroom until excused.

Medication at School

Medicine may only be administered to a student by school personnel if these guidelines are followed: (1) The student's parent or legal guardian has provided a current written and signed request that medication be administered to the student during regular school hours. (2) The student's physician, dentist, nurse practitioner, or physician assistance has provided a signed statement describing the method, amount, and time schedule for administration and a statement that administration of medication by school employees during periods when the student is under the supervision of school personnel is medically necessary. The "Request for Medication" forms are available in the office. Students may have one eight-hour dosage of medication in their possession at school. No form of medication may be shared with or distributed to other students.

Non-Discrimination

It is the policy of Summit Academy not to discriminate on the basis of race, color, national origin, gender, or disability in any educational program or activity.

Public Display of Affection (PDA)

It is against school policy to show any public display of affection in school and/or on school grounds. Junior High students should not be holding hands, kissing, or hugging other students in the school during class, hallways, school grounds, school sporting events, school dances, and/or any other school functions. A student will be given one warning and parents will be notified. Other consequences may be given as deemed appropriate by administration.

Report Cards and Midterm Progress Reports

Midterm progress reports and report cards are handed out at school or mailed home. 4th Quarter report cards will be made available on the SIS system in June at the end of each year. Parents

are encouraged to regularly check their student's grades on the SIS system. Access codes are sent home at the beginning of the year. Student codes can also be obtained by calling the Main Office.

Student Dress and Grooming Standards

The Summit Academy Board of Trustees has established general guidelines and standards for student dress and grooming. Students' general appearance should be neat, clean, and attractive. Students should wear clothing that is appropriately sized and correctly worn and which does not disrupt the educational mission or interfere with the normal process of school.

The Summit Academy guidelines are as follows:

For Boys:

- **Shirts** – Solid Navy, White, or Forest Green Polo Shirts or Button-down Oxford Shirts (short or long sleeve).
- **Pants and Shorts** – Solid Khaki or Navy Blue 2 Side Pocket Pants or Shorts. No cargo style are permitted. Navy or Khaki jeans are not permitted.

For Girls:

- **Shirts/Blouses** – Solid Navy, White, or Forest Green Polo or Button-down Oxford Blouses (short or long sleeve).
- **Pants, Capris, Shorts, Skirts, Skorts, or Jumpers/Dresses** – Solid Khaki or Navy Blue with no more than 2 Side Pockets. Leggings of any kind are only permitted if worn under skirts, shorts or jumpers. No cargo style are permitted. Navy or Khaki jeans are not permitted.

Boys and Girls:

Shoes - Students may wear any shoe with a non-marking sole. Shoes with wheels, lights, or electronics are not permitted. Slippers and flip flops may not be worn.

Socks - Black, navy, or white tights may be worn with skirts, shorts, or jumpers.

General Guidelines:

Shirts/Blouses - should fit properly and may not be too small, baggy, or torn. Shirts and Blouses should be plain without a printed brand name. Special items pre-printed or embroidered with the Summit Academy Logo are permitted.

Shorts, Skorts, Shirts, and Jumpers/Dresses - must be 4 inches above the top of the knee or longer. No cargo pockets on pants, capris, and shorts are allowed. No jeans are permitted.

Outerwear - Students may wear appropriate jackets, hats, and gloves of their choosing to and from school in the winter months.

Sweaters/Jackets/Sweatshirts - if worn in the classroom or inside the school, should be Navy Blue, Black, Grey, White, or Forest Green with or without the Summit Academy Logo, or School approved.

Undershirts - must be white or a solid color that matches the color of the uniform shirts being worn. T-shirts with logos or lettering are not permitted.

Hats - including hoods, beanies, head scarves, or bandannas may not be worn in the classroom or in the school buildings during regular school hours.

Backpacks/Bags - Bags or backpacks with controversial language, logos, writing or drawings are not permitted.

Girls Make-up and Accessories - A modest amount of makeup and accessories may be worn. One pair of earrings is allowed. Body piercings, excessive jewelry and tattoos or other markings, temporary or permanent, are not permitted.

Boys Accessories - One pair of earrings is allowed. Body piercings, excessive jewelry and tattoos or other markings, temporary or permanent, are not permitted.

Hair and Grooming - Hair should be neat, clean, conservatively styled, and appropriate for school. Extreme, bizarre, or distracting hair styles and excessive unnatural colors are not permitted.

Students attending Summit Academy are expected to adhere to the dress code during regular school hours while they are on school property. Violations of the Dress Code Policy are subject to administrative intervention. Violators will be asked to meet dress code standards and/or be sent home if necessary. Any absence related to dress code violations will be treated as an unexcused absence. Repeat and subsequent violations of the Dress Code Policy will result in suspension.

Student Discipline Policy

The purpose of the policy is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship, and social skills. Students are taught skills in every area of education thus the same should be true for student behavior. At Summit Academy, staff will provide support to students and the community at large by expressly teaching these skills to students.

Minor infractions are defined as infraction of school rules that are usually handled by teachers in the classroom. Chronic or excessive minor infractions can become major infractions and result in an office discipline referral (ODR) to school administration. Minor infractions can result in loss of privileges, in-school suspension or detention. The following are considered minor infractions:

- Dress code violations
- Disrespect, including put downs, talking back, and defiance
- Public displays of affection
- Inappropriate language and actions
- Tardies
- Disruptive behavior including talking out, chronic talking, and being out of seat
- Horseplay
- Chewing gum
- Eating in hallways
- Noncompliance

Major infractions are defined as severe infractions of school rules that result in an immediate office discipline referral to school administration and usually lead to out of school suspension. Major infractions include:

- Safe school violations, including assault, threats to kill/harm, discrimination
- Drug, alcohol, and tobacco violations
- Physical aggression including fighting and throwing objects at a person
- Any criminal action occurring at school such as vandalism, fire setting, possession or use of combustibles, forgery, and theft
- Chronic or excessive abusive language, truancy, tardies, or non-compliance
- Bullying and harassment

Student Government

Student officers are elected each year to represent the entire student body in student activity decisions. 8th and 7th grade student council members are elected in the spring.

Student Motivational Programs

Summit Academy has developed several motivational programs to reward students in the areas of academic, activity, and athletic success as follows: National Junior Honor Society, Honor Roll, Falcon Pride, as well as individual student events throughout the year.

Student Safety

Students should exercise caution at all times in the halls, classrooms, cafeteria, atrium, and outside the building to protect themselves and others from injury and accidents. Students should refrain from pushing, shoving, throwing things, etc. that are unsafe in the school setting. All serious injuries and accidents must be reported to the Junior High main office.

Substitute Teachers

Substitute teachers should be treated as guests in our school. Students are expected to act especially courteous and well behaved toward them. Failure to cooperate will result in disciplinary action.

Suspension

A student who is suspended from school is counted present on attendance records and may or may not be penalized academically during days of suspension. Make-up work may or may not be provided for suspended students. Make up work is dependent on the type of suspension and will be discussed with the parent/guardian and student at time of suspension. Work must be completed within the time requirements of the individual teacher. Students serving Out-of-School Suspension (OSS) are not permitted on Summit Academy grounds during the period of the suspension. Students serving either In-School Suspension (ISS) or Out-of-School Suspension (OSS) are not eligible to participate in school related activities before, during, or after school.

Tardy Policy

Students are expected to arrive **on time** to class; **inside the classroom and ready to learn**. Tardiness is disruptive to learning and distracts others students in the class. Each tardy will result in a 30 minute after-school detention. Three unexcused tardies equal one full unexcused absence.

Telephone Use

Students are not allowed to use classroom phones. Students may use the office phones for reasonable requests and needs.

Textbooks

Students are required to pay a fee for those books issued to them for the year. Each student is responsible for his/her own books and must pay for the lost or unreasonably damaged books at the end of the year, before his/her report card and/or yearbook will be issued. Each student is urged to write her/his name and the date issued in each textbook, in case the book is misplaced. Students will purchase any textbook that he/she chooses to highlight or mark.

Theft

Stealing any school or personal property while at school is prohibited. All thefts will be investigated and appropriate action will be taken including reporting to police if appropriate.

Vandalism

The destruction or defacement of school or personal property at school is considered vandalism and is prohibited. All acts of vandalism will be investigated and appropriate action taken, including reporting to police if appropriate.

Visitors/Parent Presence

All visitors must report to the Junior High main office upon arrival to obtain permission to visit the school or students. Visitors will receive a badge to wear during their visit to Summit Academy. Any visitor who does not report to the office may be referred to the police for trespassing charges. Parents are always welcome at Summit Academy but do need to check in at the main office as they enter the building. Parents must check in at the office before visiting any class. Summit Academy tracks visitors. This helps ensure the safety of Summit Academy students and staff.

Vulgar or Profane Language, Pictures, and Gestures

Any vulgar or profane language, pictures, and gestures, or associated actions are inappropriate for any school environment and are prohibited. The teacher or administrator will take appropriate disciplinary action for each occurrence.

Where to Get Help

For questions, please contact us at 801-572-9007.

Principal - Gary Tucker, Gary.Tucker@summitacademyschools.org
Asst. Principal - Paul Lundberg, Paul.Lundberg@summitacademyschools.org
Counselor – Kelcie Vance, kelcie.vance@summitacademyschools.org

Acknowledgement

By signing, I acknowledge that I have reviewed the Student Handbook and all of its contents. Furthermore, I acknowledge that all policies and procedures are subject to change and are subject to administrative discretion, where applicable.

Student Signature

Printed Name

Date