SUMMIT ACADEMY

EST. 2011

HIGH SCHOOL

Student Guidelines and Policies

2020 – 2021
“CLIMB THE SUMMIT”
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<td>Student and Parent Acknowledgement</td>
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Welcome to the 2019-2020 school year!

Bear Nation,

Welcome back! To say that these past five months have been a challenge would be an understatement. Going to high school in a COVID-19 world is not ideal, however, there are many opportunities for students to grow academically, socially, and athletically. We should not let COVID-19 prevent us from finding joy in the journey. While we must respect the situation we are in, our attitudes towards our situation can greatly affect our ability to enjoy life and reach our goals. Stay positive and do your best. COVID-19 won’t last forever. Together we will create an experience we can all be proud of.

“You cannot tailor-make the situation in life, but you can tailor-make the attitudes to fit those situations” -Zig Ziglar

SAHS Administration
Mike Condie, Scott Pettit, Natalie Call & Les Hamilton

A note from President Sam Turner:

Hey Bears! Welcome back to school!

I know this year might seem a little scary or uncertain, but we will get through it together, whether it’s virtually or in person. This year, we plan to Climb the Summit together.

Climbing a summit is no small task, but with each step we will get closer to that goal. We are here for each other and no one should ever be afraid to reach out to their classmates, student council, teachers or administration for a helping hand. Throughout the year, our journey may get rough, but reaching the summit is about the climb, so make sure to enjoy the journey along the way. Make the most of every moment! I know that as we work together this year, celebrating every experience and every victory, on the court, field, stage, or in the classroom, this year will be so much fun!

I speak for the entire Student Council when I say we are cheering you on and we will always support you as we Climb the Summit together! Go Bears Rawr!

Samantha Turner
2020-21 SAHS Student Body President

Together we leave a legacy of excellence as we climb every summit!
- Ammon Richards & Jesse Hooper (class of 2018)
**Contact Information**
sahs.summitacademyschools.org
14942 South 560 West
Bluffdale, Utah 84065

**Telephone:** (801) 495-3272
**Fax:** (801) 495-3275

**Aspire Gradebook:** summithighschool.usoe-dcs.org

**Canvas (Online Course Access):** summitacademy.instructure.com

**SafeUT (Anonymous Tip Line):** safeut.med.utah.edu

If you have questions, please contact the school or contact directly through email:

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<th>Role</th>
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<tr>
<td>Principal</td>
<td>Mike Condie</td>
<td><a href="mailto:mike.condie@summitacademyschools.org">mike.condie@summitacademyschools.org</a></td>
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<tr>
<td>Asst. Principal</td>
<td>Scott Pettit</td>
<td><a href="mailto:scott.pettit@summitacademyschools.org">scott.pettit@summitacademyschools.org</a></td>
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<tr>
<td>Asst. Principal</td>
<td>Natalie Call</td>
<td><a href="mailto:natalie.call@summitacademyschools.org">natalie.call@summitacademyschools.org</a></td>
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<tr>
<td>Athletic Director</td>
<td>Les Hamilton</td>
<td><a href="mailto:les.hamilton@summitacademyschools.org">les.hamilton@summitacademyschools.org</a></td>
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<tr>
<td>Counselors</td>
<td>Kristen Kinikini</td>
<td><a href="mailto:kristen.kinikink@summitacademyschools.org">kristen.kinikink@summitacademyschools.org</a></td>
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<td>Lunch Accounts</td>
<td>Ambra Gardner</td>
<td><a href="mailto:ambra.gardner@summitacademyschools.org">ambra.gardner@summitacademyschools.org</a></td>
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# 2020-2021 School Calendar

## Summit Academy Schools

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*SAHS student handbook: updated 8/2020* 6
2020-2021 Bell Schedule
Subject to change after the COVID-19 Pandemic

### Monday - Thursday

<table>
<thead>
<tr>
<th>Periods</th>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>1st &amp; 5th</td>
<td>7:55</td>
<td>9:10</td>
</tr>
<tr>
<td>2nd &amp; 6th</td>
<td>9:15</td>
<td>10:30</td>
</tr>
<tr>
<td><strong>1st Lunch</strong></td>
<td><strong>10:30</strong></td>
<td><strong>11:10</strong></td>
</tr>
<tr>
<td>3rd &amp; 7th</td>
<td>11:10</td>
<td>12:25</td>
</tr>
<tr>
<td>3rd &amp; 7th</td>
<td>10:35</td>
<td>11:50</td>
</tr>
<tr>
<td><strong>2nd Lunch</strong></td>
<td><strong>11:50</strong></td>
<td><strong>12:30</strong></td>
</tr>
<tr>
<td>4th &amp; 8th</td>
<td>12:30</td>
<td>1:45</td>
</tr>
</tbody>
</table>

### Early Out Fridays

<table>
<thead>
<tr>
<th>Periods</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>1st &amp; 5th</td>
<td>7:55</td>
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<td>2nd &amp; 6th</td>
<td>9:15</td>
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<td>10:10</td>
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<td>4th &amp; 8th</td>
<td>11:05</td>
<td>11:55</td>
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<tr>
<td><strong>Lunch</strong></td>
<td><strong>12:00</strong></td>
<td><strong>12:30</strong></td>
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Summit Academy Mission Statement
Summit Academy High School is a public charter school that serves students in grades 9 through 12. The school provides a rigorous academic experience designed to prepare students to excel in a competitive collegiate environment. The school recognizes that not all students will attend or seek a university education; however, the school maintains that participation in a rigorous academic program will provide preparation for any career students pursue. To this end the school is committed to:

- Providing a rigorous college preparatory education tailored to meet individual student needs.
- Maintaining a student-directed college roadmap with individual mentoring.
- Maintaining programs and activities that provide a wide range of athletic, leadership, academic, and social opportunities for every student.
- A community that encourages parents to take an active role in setting educational goals and maintaining high expectations for their children.
- Immersing students in technology and 21st century career exploration through curriculum, assessment, student-tracking, and career exploration.

Philosophy
Well-Rounded Programs
The school maintains that the academic experience is enhanced by student involvement in athletics, leadership opportunities, the arts, and immersion in technology and career exploration. SAHS supports and fosters a program with a diverse set of well-rounded programs while recognizing that core academic subjects are the basis of the school and individual programs exist to support and enhance that key focus.

Scholar Program
The school recognizes that students have different academic needs as they prepare for college. Distinct academic pathways will be offered for course planning and goal setting. The pathways have been developed to meet university standards.

Academic Integrity
Academic dishonesty, including plagiarism, cheating, copying of another’s work, or any unauthorized communication for gaining advantage during an examination or on an assignment is prohibited. Plagiarism includes copying text and graphics from the internet without proper citation. Students accused of academic dishonesty will be given a chance to defend their work with the accusing faculty members. The student also has the option of appealing a teacher’s accusation of academic dishonesty with the administration. If it is determined that a student has violated this policy, that student will be subject to consequences that may involve loss of credit and disciplinary action from the administration.
Activity Eligibility
There are many opportunities for students to develop their talents in various activities offered at Summit Academy High School. To participate in school sponsored activities, students must meet the criteria of eligibility published by the Utah High School Activities Association (UHSAA). To participate in sports and activities, students must be a full-time student, cannot fail more than one subject in the preceding grading period, AND must have obtained a minimum grade point average (GPA) of 2.0 for the preceding grading period. Teams and students organizations may have higher requirements for participation if approved by the administration. Students are expected to attend all classes on the day of a game or activity to participate. For any extenuating circumstances, the student must contact the Athletic Director prior to activity participation. Students who are perpetually absent in any class may be prohibited to miss school for extra-curricular activities until the terms of an attendance contract have been fulfilled.

Advanced Placement (AP)
Our AP teachers and administrators have high expectations for our students and want to provide them the best possible opportunities as they prepare for college and life beyond high school. Most Colleges in the U.S. grant between 3-12 credits for AP scores. To explore college AP credit policies, visit: https://apstudent.collegeboard.org/creditandplacement/search-credit-policies
AP courses offer the most rigorous curricula possible; therefore, students will have a substantial number of assignments throughout the summer and school year. College Board suggests that students can plan on approximately 2 hours of homework per credit hour each week, but time will vary. Taking an AP course is a collaborative effort, and each party must commit to meet specific expectations stated in the AP contract.

Alternative Credit Options
Students should take responsibility for their grades and meeting their high school goals. If a student needs to make up credits, students should make up those credits as soon as possible. Students also have the option to replace grades on their transcript through various programs. Please contact your counselor as soon as possible to develop a plan for credit recovery or graduation. The following options are available with counselor’s approval.
- Northridge Learning Center (paper packets used for making up a failed course, not eligible for grade replacement)
- BYU Independent Study (used for making up a failed course AND/OR for original credit, eligible for grade replacement)
- Canyons Virtual High School (summer school option for failed courses, not eligible for grade replacement)
Attendance Policy

*During the COVID-19 Pandemic, the school’s attendance policies will be flexible. In order to protect the safety and health of all students and faculty, students will not be allowed to attend classes if they are ill or show any symptoms of coronavirus. All absences due to illness will be excused and will not affect a student’s grade.

In alignment with Summit Academy’s mission to prepare students for success in college and/or career readiness, it is understood that explanations, clarifications, interactions, and discussions taking place in the classroom are invaluable components of the school learning experience. Research has demonstrated that attendance is one of the strongest predictors for success in the classroom; ultimately yielding academic achievement. Because the educational process requires both instruction and ongoing learning, once classroom instructional time is lost, it is very difficult to regain. Regular attendance is required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school.

The Administrative Staff at Summit Academy High School are committed to the success of students.

Student Responsibility:
- Be on time and attend all classes
- Follow proper check-in/checkout procedures at the front office
- Obtain assignments from the teacher due to absences
- Utilize Aspire to monitor attendance and academic progress
- Sign up and pay for Attendance School when needed

Parent/Guardian Responsibility:
- Support SAHS attendance policy and state law by ensuring student’s regular attendance at school
- Make every effort to schedule medical appointments and family vacations that do not require loss of school time
- Parents are encouraged to check daily attendance and grades on Aspire: http://summithighschool.usoe-dcs.org
- Follow check-in and check-out protocol—see instructions below
- Notify the attendance office (phone call or note) within 5 days of an absence. The note must include a phone number at which the parent can be reached and a parent signature.

Teacher Responsibility:
- Implement the “First 10” every class period immediately after tardy bell
  - Record attendance
  - Provide a relevant learning activity
  - Check dress code
- Provide a high-quality learning environment through specific, tailored, and relevant curriculum
- Acknowledge students for attendance, in-class participation, and student achievement
- Contact parent/guardian upon the student’s 3rd absence
- Communicate with SAHS administration when student attendance necessitates further intervention
- Review student attendance weekly to verify NG (No Grade) status

SAHS Responsibility:
- Account for student attendance promptly and accurately
• Notify parent/guardian of absences through electronic messaging and Aspire
• Approve or deny application for vacation leave, attendance school, and “No-Grade” (NG) student appeals
• Work cooperatively with parents/guardians and students
• Enforce and uphold both SAHS guidelines and Utah State Compulsory Education Law which may include a referral to the district attorney for excessive absenteeism

**Attendance: Check-In and Check-Out Protocol**
For safety and accountability reasons, students and parents must follow the check-in and check-out procedures.
If it becomes necessary for a student to leave before the end of the school day, the student must be checked out by their parent or approved guardian before leaving class and the student must sign out at the front office before leaving campus. If a student leaves school without following the check-out protocol, the student’s attendance will be coded as an unexcused absence. If the student is being checked out via phone or note from parent, the front office staff may follow up to verify the absence.

**Attendance Codes: Description codes used on Aspire (Student Information System)**

**U**  *Unexcused*: marked when a student is absent from class. Parent or guardian is responsible to call and excuse the absence within 5 school days.

**X**  *Parent Excused*: marked after correspondence from a parent or guardian excusing a student’s absence. Parent excused absences still count as absences.

**E**  *Excused*: marked when an absence has been rectified through Attendance School.

**S**  *Sluff*: marked when a student is knowingly absent from class without parent or school permission.

**T**  *Tardy*: marked when a student arrived to class after the tardy bell or arrived unprepared and had to leave class to get materials.

**D**  *Tardy Excused*: Teacher will change a T (tardy) to a D when a student completes a session in Attendance School.

**A**  *School Excused Activity*: marked when student is excused due to a school approved activity

**V**  *Verified Pre-Excused Extended Absence*: prior to the extended absence, the student must submit an Extended Absence Request form for verification and approval from administration.

Parents call or email the front office to excuse their student’s absence(s): mainoffice@sahs1.org 801.495.3272
A student who is late for 10 minutes or more to class will be marked and counted as absent. 1st period tardiness does not have special consideration. Please allow sufficient time for traffic, inclement weather, etc. As per Utah State Code a student who has ten (10) consecutive unexcused attendance days will be dropped from the rolls at Summit Academy High School.
In cases of extenuating circumstances, such as an extended illness under a physician’s care, parents need to contact an administrator to create an educational plan for the student.

**Attendance: School Excused Activities**
Students with a school excused absence due to participation in a school-sponsored activity (e.g. student government, choir, band, athletics, debate, etc.) will receive an “A” for their attendance mark, and this will not count against the attendance record.
Information regarding each class and grading procedures will be included in each teacher’s individual disclosure document. Students will be required to contact their teachers to receive work, and complete it in a timely manner, from any class missed due to legitimate absences. Make-up work will be handled as per procedures outlined in teachers’ disclosure statements.

**Attendance: Vacation Release**
Summit Academy High School allows students up to ten (10) school days per school year for vacation release. Vacation release days (V) do not count against the student’s attendance record.

*Vacation release forms are available in the office and must be submitted to the school two weeks prior to the leave of absence.* Students are required to get signatures of all teachers indicating that they have communicated the planned absence and have collected assignments. Students are responsible for making up all missed work during their vacation release period. Completed forms must be turned in to the office PRIOR to the absence. *Absences will not be excused for forms turned in after the absence dates.*

**Attendance: Truancies and Trespassing**
Summit Academy High School is a closed campus. During school hours, students are authorized to leave campus only under the following terms:

1. To purchase lunch during lunchtime
2. To attend a Release Time class
3. To attend classes at a community college or tech center
4. To go to work as part of a work release program
5. To return home or travel to a doctor’s office after checking out with parent permission
6. To participate in a school related excused activity (i.e. athletic event, band performance, etc.).

Advisory, assemblies and activities during the school day are designed for remediation, enrichment, instruction, and social education of each student. As a result, student attendance expectations will be enforced. Students who are placed on NG status for Advisory will be expected to follow the recovery process.

Students found off-campus without permission during school hours are truant (sluffing).

Students found on campus who are on release from campus under the guidelines outlined above will be considered trespassing and may be charged. Truant students and trespassing students will face consequences as determined by the administration and/or local law enforcement.

**Attendance: No Grade Status (NG)**
Upon the accumulation of five absences in a class (1 tardy = .5 absence), the student’s status in Aspire will be changed to reflect No Grade (NG). **Each class will be evaluated independently.** Students may rectify the NG status by attending a session of attendance school. Each session will excuse one absence or two tardies. If a student’s attendance is marked as a sluff (S), the student’s grade will be changed to a NG and will need to be rectified through Attendance School or pre-approved community service.

A student with an NG will not be awarded credit for the course until the time is made up in Attendance School. Graduation credit requirements may be jeopardized if students do not rectify the NG status within the corresponding academic year. In extenuating circumstances where a No Grade status cannot be amended...
through Attendance School, students can follow the appeal process whereby credit may be reinstated through a restorative assignment decided by the school’s administration. Students who have failed a class academically will receive an F regardless of their attendance.

An NG will not affect the GPA on a student’s transcript but will be counted as a failing grade for the purposes of determining participation eligibility for school-related teams, programs, and activities.

**Attendance School to Avoid Loss of Credit**

On the 5th absence per class (and any subsequent absence or tardy), the student will be placed on No Grade status (NG). In order to receive the quarter credit for the class, Attendance School must be attended, and the student must meet the academic requirements for a passing grade.

Attendance school sessions will be offered in the mornings. Additional sessions may be scheduled as needed (see posted schedule for the quarter in attendance office). There is a $5 fee for each Attendance School session which must be paid when the student registers for Attendance School.

Attendance School is from 7:00-7:45 am on the designated days. No student will be admitted late under any circumstance, and food or drink will not be permitted in the study area. Electronic devices are only allowed with prior administrative approval and can only be used for school purposes. Students must have schoolwork in their possession and are expected to be engaged in schoolwork during the attendance school session. Any student not working independently, misusing electronic devices, talking, or sleeping during Attendance School will be dismissed without receiving credit. They must attend another day and will forfeit the paid fee.

All non-school excused absences (U, X, or S) and tardies (T) should be made up within the quarter in which they were received. Made-up absences in attendance school (U, X, or S) will be changed to an (E) on student attendance records. Made-up tardies (T) will be changed to an (D) on student attendance records. Once a student is back in good standing, the NG will be adjusted to reflect the calculated grade for that course.

If Attendance School is not an option, students may work with the administration to find a reasonable alternative. This will most likely be pre-approved community service.

**Attendance: Appealing an NG**

If there are extenuating circumstances which result in a student exceeding the allowed absences and unable to complete the restorative protocol, students have the right to appeal. Appeals are reserved for uncontrollable attendance problems (i.e. bereavement, court appearance, or a physician verifiable illness). The following will be strictly adhered to:

1. A student must submit a typed or written legible letter to the principal explaining the situation and why an exception should be made. This letter must include parent contact information. Instructions for the appeal letter can be found in the office.
2. All appeals must be submitted to the office and must include all supporting notes and verification. This appeal will then be evaluated by a team comprised of an administrator, counselor, and a teacher.

**Although it is intended that the SAHS Attendance Policy will be enforced with fidelity, Summit Academy High School administration may see reason to amend, modify, or interpret the attendance policy and corresponding protocols on a case-by-case basis.**
Cell Phone and Electronic Devices
Cell phone usage in the classroom is only permitted for academic purposes and only with the teacher’s permission. Any use of an electronic device that disrupts the educational process, invades personal privacy, or compromises the integrity of the educational environment is strictly prohibited. This includes smart watches, Bluetooth devices, and inappropriate use of calculators. Inappropriate cell phone use will result in the cell phone being confiscated by the teacher which may be turned in to the office. Confiscated electronic equipment sent to the office will only be returned to the parent/guardian.
Parents should refrain from calling or texting their student during class time. If a parent must speak to their child, they are asked to go through the office.

Citizenship Grade:
Summit Academy High School believes that a well-rounded education includes learning how to behave and act in various settings. It is the desire of the school that all students show respect for themselves and others while in school and participating in school events. Students will receive a quarterly citizenship grade for each class they are enrolled, based on the rubric below.
Citizenship grades are assigned by each teacher and are posted on students’ official report cards. Citizenship grades will not prevent a student from receiving credit in a course. However, the SAHS Attendance Policy may lead to no credit for a course due to non-attendance or excessive tardies. Some teams, activities, or clubs may limit participation in school events due to citizenship grades. Individual coaches and advisors decide these limitations. It is expected that such policies are made known in advance so students can respond appropriately.

CITIZENSHIP RUBRIC

<table>
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<th>BEHAVIOR</th>
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<tr>
<td>Consistently...</td>
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<tr>
<td>▪ Obeys school and class rules</td>
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<tr>
<td>▪ Complies with dress code policy</td>
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<tr>
<td>▪ Demonstrates a positive, cooperative attitude</td>
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<tr>
<td>▪ Shows respect to people and property</td>
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<tr>
<td>▪ Demonstrates integrity</td>
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<tr>
<td>▪ Uses appropriate language</td>
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<td>▪ Practices self-control</td>
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<td>------------</td>
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<tr>
<td><strong>S</strong></td>
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<tr>
<td>SATISFACTORY</td>
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| **N**      | Inconsistently...                                                        |
| NEEDS IMPROVEMENT | - Obeys school and class rules                                         |
|            | - Complies with dress code policy                                       |
|            | - Demonstrates a positive, cooperative attitude                         |
|            | - Shows respect to people and property                                   |
|            | - Demonstrates integrity                                                |
|            | - Uses appropriate language                                              |
|            | - Practices self-control                                                |
|            | - No more than 4 tardies                                                |
|            | - Truancy (Sluffing)                                                    |

| **U**      | Seldom...                                                                |
| UNSATISFACTORY | - Obeys school and class rules                                          |
|            | - Complies with dress code policy                                       |
|            | - Demonstrates a positive, cooperative attitude                         |
|            | - Shows respect to people and property                                   |
|            | - Demonstrates integrity                                                |
|            | - Uses appropriate language                                              |
|            | - Practices self-control                                                |
|            | - Excessive tardies                                                     |
|            | - Multiple instances of truancy                                          |

* Excessive absences must be made up through the Attendance School (see Attendance Policy)
* The student must make up excessive tardies “T” through Attendance School. Tardies made up in Attendance School may still count against a student’s citizenship grade.

**Closed Campus**

Students can leave campus only:
1. To purchase lunch during lunchtime
2. To attend a Release Time class
3. To attend classes at a community college or tech center
4. To go to work as part of a work release program
5. To return home or travel to a doctor’s office after checking out with parent permission
6. To participate in a school related excused activity (i.e. athletic event, band performance, etc.).
Students who are off-campus during school hours without school/parent permission, are truant. Police officers who find these students off campus are required by law to return them to school. Students are expected to attend advisory and assemblies scheduled during school hours since they are part of the regular school program.

**Computer & Technology Use**

Students will be allowed to use the internet at school and must abide by the rules and regulations set forth in the *Information Network Acceptable Use Policy* found on the *Student Wireless Access Form*. It is acceptable for students to bring a laptop, tablet, or personal device for daily use, and are expected to use their SAHS assigned username and password while accessing the internet on school grounds. Misuse of technology will result in the student being restricted from access to the school network and/or may be subjected to additional disciplinary action. Students will be held responsible for their actions, which are monitored and tracked while using school computing devices or the school network. Students should not download inappropriate or copyrighted material and should not disclose personal information.

**Concurrent Enrollment**

Summit Academy High School encourages students to take the opportunity to take advanced courses. One option for students is concurrent enrollment classes. Concurrent enrollment classes are offered both on the high school campus and the campuses of Salt Lake Community College. Students may only register for concurrent enrollment classes for which they meet the prerequisites. These prerequisites are set by SLCC. Students enrolled in courses held on a SLCC campus may leave the SAHS campus to attend classes. The grades earned in CE classes will be recorded on both a student’s high school and college transcripts.

Students taking concurrent enrollment courses must abide by all policies of SLCC, including enrollment and registration for course. It is the student’s responsibility to know these policies. Students should be especially aware of SLCC grading policies and how grades earned in concurrent enrollment courses may affect a student’s future ability to qualify for federal financial aid.

**Counseling Center**

The SAHS Counseling Center is an accredited organization which adheres to the Utah Model for Comprehensive Counseling and Guidance:

- **Individual Planning**: assist students with post-secondary and career planning through various guidance activities and facilitate individual planning as outlined in the student’s Plan for CCR (College and Career Readiness) conference.
- **Responsive Services**: facilitate or initiate activities to meet students’ immediate needs and concerns which may require counseling, consultation, peer facilitation or information, and referrals to appropriate agencies.
- **Guidance Curriculum**: work with teachers and the school community to develop, implement and evaluate ongoing lessons and curriculum targeted at college, career, and citizenship planning.
• *Systems Support:* support systems and activities that promote the general welfare of the students, faculty, community and administration.

**Disrespectful Behavior 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 subject to disciplinary action and may be grounds for suspension.

**Respect for Staff**
In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse towards staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member’s exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

**Staff Authority**
Teachers and staff have the responsibility and authority to correct the behavior of any student, especially if it is of such nature as to bring discredit to the individual, the school or the student body. Disrespect directed at staff will not be tolerated.

**Drugs, Alcohol, Tobacco & Vaping**
The possession, sale, or use of alcohol, drugs, imitation drugs, tobacco, and vaping devices will result in immediate disciplinary action. This includes possessing any paraphernalia or being under the influence of any illegal substance on school property and at school activities. Any individual selling an illegal substance in or around the school will face an enhanced criminal code violation and will be prosecuted, which includes referral to law enforcement.

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the school’s "good neighbor" initiative will result in disciplinary action by school officials, notification of parents, and possible involvement of police.

**Fighting, Threatening, Assault, Intimidation**
Fighting, threatening, intimidation, assault, verbal and physical bullying, and types of battery at school or at school-related activities are prohibited and will require disciplinary action. Injuries, damages, and medical costs associated with fighting are the responsibility of the involved students. Police may be involved based on the severity of the situation.

**Fighting,** defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play - especially that of younger students - in which participants may exceed the bounds of good judgment without intending to injure one another.

**Intimidation,** defined as the intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

**Bullying** (R277-613-1B) defined under the Harassment Section of the Student Handbook
False Emergency or Hoax
Pulled fire alarms, threatened violence*, disruption, bomb threats, telephone 911 calls, hoaxes, jokes, pranks, etc., are considered false emergencies and are prohibited.

*Threatened violence: Students engaging in behavior or actions that threaten the safety or security of the campus will be disciplined accordingly. This includes any verbal statements, written statements, or gestures that may be construed as threatening to the safety of the school. Students engaged in disruptive behavior that presents an imminent danger of bodily harm to themselves or others may be restrained or secluded to mitigate the danger to the safety and wellbeing of the educational environment. In the event that seclusion or restraint is used, parents will be notified within 24 hours.

Our priority is to ensure the safety of all students and staff at Summit Academy High School, so all threats will be taken seriously. Any threat to harm the school, others, or self, regardless of the nature, will be treated as real until proven otherwise after being investigated thoroughly by administration and may result in disciplinary action involving suspension, expulsion, and/or law enforcement.

We rely on open communication with students and staff to help keep Summit Academy safe. Students are encouraged to report any threat or perceived threat to a staff member of Summit Academy, directly to law enforcement, or through the SafeUT app.

Fines
Fines will be assessed to cover the cost of damage or loss of school property such as books, desks, chairs, physical property, etc. Students must pay all fines and other financial responsibilities before transcripts are released. In addition, students with outstanding fines may be prevented from participation in graduation ceremonies.

Grading Philosophy
Teachers are responsible to ensure that final grades adequately reflect a student’s mastery of content.

Grade Percentages with Grade Point Calculation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94% - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 93%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87% - 89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84% - 86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80% - 83%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77% - 79%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>74% - 76%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 73%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67% - 69%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>64% - 66%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60% - 63%</td>
<td>0.7</td>
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<tr>
<td>F</td>
<td>0% - 59%</td>
<td>0</td>
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Valedictorian and Salutatorian will be determined based on a set combination of factors. The Class Rank Index (CRI) model for calculation of GPA and class rank portrays a complete, holistic picture of student achievement. Students receive incentives for taking rigorous courses, such as honor, AP, and CE classes, and are rewarded for taking maximum course loads. Students who transfer to SAHS their senior year are not eligible to be the Valedictorian or Salutatorian. A weighted grade point average, considering Advanced Placement, concurrent, and honors level courses, will be used to determine the highest cumulative GPA’s for valedictorian and salutatorian selection.

**Graduation**

Students who have completed the minimum requirements for graduation may participate in the school’s graduation ceremony held at the end of the year. Participation in graduation ceremonies is a privilege. Students not in good standing with the school may not participate in graduation ceremonies. Students with outstanding fees or fines may not be allowed to participate in graduation ceremonies. Students wishing to graduate early after their junior year must meet all graduation requirements on the date set by the school counseling department, typically two weeks before the graduation ceremony. Juniors wishing to graduate early must also declare their intent to graduate to their counselor before the beginning of the second semester.

Students wanting to participate in graduation ceremonies will be required to procure the appropriate regalia through the school’s contracted provider. Students are responsible for covering the cost of obtaining graduation regalia. Graduating students are also expected to abide by expectations of the graduation committee, including the prescribed dress code attending mandatory rehearsals. Students not participating in the graduation ceremonies, but who are eligible for a diploma, may pick up their diploma at the school during business hours.

**Harassment & Bullying**

To assist in achieving a safe, positive school environment, bullying or harassment, as defined by this policy, will not be tolerated. Students who harass or bully others, whether by word, gesture, or action will be disciplined accordingly which may include suspension and expulsion.

Bullying (R277-613-1B Utah office of Administrative Rules) is intentionally or knowingly committing an act that:

- endangers the physical health or safety of a school employee or student;
- is done for the purpose of placing a school employee or student in fear of physical harm to the school employee or student; or harm to property of the school employee or student.
- The conduct described in R277-613-1B constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- Bullying is commonly understood as aggressive behavior that:
  - is intended to cause distress and harm;
  - exists in a relationship in which there is an imbalance of power and strength; and
  - is repeated over time.
Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying
- Exposure to social exclusion or ostracism with malicious intent
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting

**Cyber-bullying**: Cyber-bullying involves using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

**Harassment**: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance.

**Sexual harassment** consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile or offensive educational environment. This may include but is not limited to:

- verbal, written/graphic harassment or abuse
- subtle pressure for sexual activity
- intentional brushing against the individual’s body
- any unwelcome touching of a sexual nature

Sexual harassment or sexual abuse will result in disciplinary action and the possible referral to law enforcement.

Hate language directed at any group or individual whether for ethnic stereotypes, religious affiliations, or sexual preferences will be considered harassment. Students who feel they are being harassed by another student or adult should immediately report this action to a teacher, counselor, or administrator.

**Hazing or Initiation**

Hazing activities of any type are prohibited. Hazing is defined as doing any act or coercing another to engage in any act of initiation that creates a substantial risk of 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. Knowledge of hazing, or planned hazing is to be reported immediately to school personnel. (Further clarification can be found on the Summit Academy website – Bullying and Hazing policy)
Homework Policy
Homework is a natural expectation of the education process. Because SAHS is committed to “provide a rigorous academic experience designed to prepare students to excel in a competitive collegiate environment,” students should expect homework. Students are required to turn work in on time. If a student is absent, it is his/her responsibility to work with the teacher to make-up any missed homework assignments. Individual teachers may have different policies which are to be defined in their class disclosures. It is the responsibility of the student to know and abide by these policies.

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. This recognition is based on quarter grades.

Illness During the School Day
A student who becomes ill during the school day will report to the front office for permission to call home. Sick students waiting for their parents are supervised in the front office. To avoid being marked truant, students must adhere to the student check-out procedure. In case of an emergency, the emergency services and the student’s parent/guardian will be notified.

Lockers
Hall lockers with combinations are issued to students at the beginning of the year. The school is not responsible for lost or stolen items so all lockers (including gym lockers) should be kept locked at all times. Do not leave personal belongings on the floor in the locker room. Damage caused to lockers will be charged to the responsible student. Lockers are the property of the school and may be searched at any time.

Lost and Found
Lost and found articles will be collected in the front office. Owners must accurately identify lost items in order to reclaim them. Items will be donated to charity at the end of each month. The school is not responsible for any lost or stolen items due to the negligence by the student.

Medication at school
School personnel may administer medication to a student if it complies with the administration Medication Administration Policy found on the school’s website. Faculty and staff members are not allowed to provide any medication to a student without the proper forms on file in the office. All medications kept on campus must be clearly identifiable and stored in a container that clearly is labeled.
SAHS students may retain and self-administer medications subject to the following:

- Medication, prescription or non-prescription, shall be taken only as directed by prescription or manufacturer’s directions.
- Medication, prescription or non-prescription, shall not be sold, shared, or otherwise given to others.
- The amount of self-administer non-prescription medication a student carries at any one time does not exceed and eight (8) hour dosage.

Violations of this policy may be regarded as substance abuse and/or dangerous and disruptive conduct and may result in disciplinary action including suspension and referral to law enforcement.

Authorization to carry and/or self-administer medication may be denied or withdrawn by the school principal at any time following actual notice to the student’s parent or guardian.

Non-Discrimination

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

Parking & Driving Expectations

Each vehicle parked at SAHS must have a current school year parking permit properly displayed on the lower left corner of front windshield.

Permits cost $15.00 each and may be obtained from the Front Office. Students will need to purchase a new permit each year.

A student’s vehicle may be searched when on school property if school authorities have reasonable suspicion that materials in violation of state, country, municipal, or school codes are stored within the vehicle or that there is an immediate safety concern. Any materials or other improper items found during the search may be seized and used as evidence in school disciplinary hearings and legal proceedings.

Students who park in reserved areas such as visitors parking area, handicapped parking, or in any “no parking” zone will be fined by the school. Repeated violations may result in vehicles being booted or towed.

On campus parking privileges may be revoked for any of the following: erratic driving behavior, repeated violations, and/or unsafe driving on school property.

Public Display of Affection (PDA)

Companionship and friendship in good taste are encouraged. Anything beyond holding hands is considered an inappropriate display of affection. Public displays of affection are not appropriate during classes, in hallways, during school sporting events, school dances, or any other school function. Behavior which lacks appropriate restraint may necessitate involving administration and will be handled on an individual basis.

Request for Homework

Students should first check their classes Canvas page for homework assignments. If more information is needed, the student should e-mail teachers directly. The office will handle homework requests for extenuating circumstances only.
Schedule Change Policy

Student schedules are a high priority for school counselors. The aim is to ensure each student is enrolled in the appropriate classes. If the school has made an error, your schedule will be fixed as soon as possible. If a student has made an error and requires a class for graduation or to meet college entrance requirements, we will do what we can to change your schedule as soon as possible. Schedule changes may be subject to a $5 per class change fee.

Schedule changes WILL be made by the counseling staff for the following reasons (based on availability):

- Academic misplacement (ie. student has chosen the wrong level of class or has chosen a class without meeting the pre-requisite criteria)
- Program change (ie. student has recently met the criteria for a concurrent enrollment course)
- Missing an academic class (student is missing a core class such as English, history, math or science)
- Missing a graduation requirement (ie. a senior is missing a course necessary to graduate in the upcoming school year or a junior student is missing US history)
- Gap in schedule with no registered class
- Adding Education Release to attend SLCC or Tech Center, Work Release

Personality conflicts will not be justification for changing a class. All conflicts should be resolved in a mature, professional manner. The student and parent are asked to FIRST meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact an administrator to mediate the issue. If a class change is then granted by an administrator, it will be based on subject availability and made with the least impact to the student’s schedule.

School Dances & Functions

School functions are an extension of the school day, therefore, conduct expectations are still applicable. Guests may be brought to a SAHS sponsored dance with prior approval from an Administrator. A form to be completed is available from the front office. Students should remember that they represent SAHS when they attend events held off campus. Students are encouraged to enjoy sporting events but do so with good sportsmanship. The school’s non-discrimination policies apply to students participating in all school functions. Negative chants and/or cheers may lead to disciplinary action.

Search and Seizure

To maintain order and discipline at SAHS and to protect the safety and welfare of students and school personnel, school authorities may search a student, their property, student use areas, student lockers or student automobiles and may seize any illegal, unsafe, unauthorized, or contraband materials discovered in the search.

The school’s administration shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, the administration may conduct the search without such consent.

Electronic devices may be confiscated and searched as part of the search and seizure process. Anything found in the course of a search which is evidence of a student violation of school rules or federal/state laws may be seized and admitted as evidence in any suspension or expulsion proceedings. Items found in violation of
school rules will not be returned to the student. Any illegal items found may also be turned over to law enforcement. School officials have no obligation to contact parents before detaining and questioning students. Parents will be notified when a student has been questioned or searched as soon as reasonably possible. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**Student Deliveries**

Items will not be delivered to students during class. Students will not be able to leave class to accept deliveries. Parents who need to drop off necessary items (ie. calculator, homework, lunch, etc) can drop them off at the front office. An office aide may deliver the item to the student or the student may be called down to the office to retrieve the delivery. *The front office will not accept deliveries of flowers, balloons, food items, etc.* on behalf of students.

**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 professional. Students should wear clothing that is appropriately sized and correctly worn. The Summit Academy High School guidelines are as follows:

- Student attire and grooming should be neat, clean, and safe.
- Neither student attire nor grooming should interrupt school decorum or adversely affect the educational process.
- No clothing or accessories referring to or promoting alcohol, tobacco, vaping, drugs, violence, crime, sexual harassment, or gang activities will be tolerated.
- Hairstyles which are distracting to the wearer or fellow students are inappropriate.
- Facial hair must be groomed and clean.
- Appropriate undergarments should be worn by all students on campus or at school functions. Undergarments must not be visible, even through sheer fabric or holes in clothing.
- All tops (shirts, blouses, dresses, P.E. attire), must have sleeves that cover the shoulders AND underarms AND cover the midriff at all times.
- The length of dresses, skirts, and shorts must be at least mid-thigh.
- Back or side slits in skirts/dresses may not extend above mid-thigh. Leggings may be worn as long as a shirt, shorts, or skirt reaches mid-thigh.
- Clothing which exhibits cleavage (front or rear) is not allowed.
- There may not be any holes in pants, shorts, or skirts that show skin above the mid-thigh.
- Footwear must be worn at all times.
- Personal items including backpacks, fanny packs, gym bags, water bottles, binders, notebooks, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
• Hats, or any other head covering, may not be worn inside the school building unless for a recognized religious purpose. Hoods that are part of any clothing item may not be worn while in the school building.
• The school’s administration reserves the right to determine what is considered appropriate dress.

**Violations**
Any violation of Student Dress Code is subject to administrative intervention. Violators will be asked to meet dress code standards and/or be sent home. Repeat and subsequent dress code violators will be subject to disciplinary action up to and including suspension. Any absence related to dress code violations will be treated as an unexcused absence.
The instructional staff at Summit Academy High School is responsible for ensuring that students comply with these standards.

**Substitute Teachers**
Substitute teachers are considered staff members and should be treated as SAHS faculty. Please refer above to the section on disrespectful behavior.

**Surveillance**
Summit Academy uses video surveillance equipment in the building and the parking lots as one of many measures to promote the safety and security of students, staff, and visitors. The school makes every effort to balance the rights of personal privacy with the duty to provide a safe learning environment and to protect school facilities and property. Only school and law enforcement personnel are allowed to view video surveillance. The school complies with all applicable state and federal laws related to video recordings when such recordings are reviewed, used in investigations, or retained as part of a student’s record.
Video recording equipment is installed in visible, conspicuous areas throughout the building. The equipment will not monitor areas where the students, employees, and public have a reasonable expectation of privacy, such as locker rooms or restrooms. The equipment is in operation 24 hours per day. Video recordings shall only be reviewed when there is a need to do so, either because an incident has been reported or is suspected to have occurred.
Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recordings and/or video camera equipment and will be subject to appropriate disciplinary action.

**Suspension**
A student who is suspended from school will be marked as such on Aspire. Students are expected to turn in missed assignments upon their return to class. Unless otherwise directed by administration, students on suspension are not allowed on Summit Academy property or at SAHS activities during the period of their suspension.
**Testing**
SAHS provides students with the opportunity to meet state mandated testing requirements, measure academic progress, take preparatory and practice tests, and complete college admission exams. All students are encouraged to approach these assessments with fidelity to ensure accurate performance reporting. Students opting out of state-mandated testing must do so through written communication with the administration.

**Textbooks**
Students may be issued textbooks for certain classes. Each student is responsible for his/her own books and must pay at the end of the year for lost or unreasonably damaged books before his/her report card will be distributed. Each student is urged to write her/his name and the date issued in each book in case the book is misplaced.

Students taking AP or CE classes may be required to pay a fee for textbooks. Students may purchase any textbook that he/she chooses to highlight or mark. Students taking classes through SLCC may be required to purchase textbooks in addition to enrollment/registration fees.

**Theft**
The theft any school or personal property is prohibited. All thefts will be investigated, and appropriate action will be taken. Administration may refer individual cases to law enforcement.

**Vandalism**
The destruction or defacement of school or personal property at school is considered vandalism and will be investigated with appropriate action taken. Administration may refer individual cases to law enforcement. It is the responsibility of the student to pay for damages.

**Visitors and Parent Presence**
During all school hours (including lunch and assemblies), all visitors must report to the front office upon arrival to obtain permission to visit the school or students. Visitors will receive a badge to wear during their visit. Any visitor (including a student of another school) who does not report to the office may be referred to the police for trespassing charges.

During the COVID-19 Pandemic, visitors will be limited only to those deemed essential. Visitors will also be required to provide accurate contact information before being admitted to the school.

**Vulgar or Profane Language, Pictures, and Gestures**
Students are asked to respect the educational environment and those around them. 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.
Weapons
SAHS prohibits any person from possessing, storing, or using weapons, knives, firearms, explosive devices, and/or other dangerous instruments on school premises, including any school building, grounds, recreation area, athletic field, vehicle or any other property that SAHS owns, uses, or operates.

Weapons include, but are not limited to, the following:
- Any device that (a) is designed as a weapon and capable of causing bodily harm, or (b) in the manner it is used or intended to be used, is calculated or likely to produce bodily harm. Such devices include, but are not limited to, martial arts instruments, instruments similar to martial arts instruments, knuckles, instruments similar to knuckles, razors, switchblades, knives, chains, clubs, and pepper spray
- Any BB, paintball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gases
- Any electric weapon (i.e. any device that is designed, redesigned, used or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of electric current)
- Look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles

Firearms loaded or unloaded, including, but not limited to:
- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or other propellant.

Explosive Devices include, but are not limited to:
- Any destructive device, including, but not limited to, explosive, incendiary or poison gas devices (i.e. bombs, grenades, or similar devices)
- Fireworks of any kind

Students or staff members must report the violation to administration immediately. Any student who violates this policy is subject to disciplinary action, including long-term suspension. Administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a weapon, knife, explosive device, and/or other dangerous instrument.

**In determining the appropriate disciplinary action, Administration will consider various factors, including, but not limited to, the age and developmental stage of the student, the nature of the violation, the type of weapon possessed, the student’s disciplinary history, and whether the student used the weapon, knife, explosive device, and/or other dangerous instrument to harm or threaten harm toward another person. If a student possesses a firearm on school premises and/or at activities sponsored by Summit Academy High School, the principal will suspend the student for up to nine (9) days and consider long-term suspension. SAHS will comply with all applicable state and federal laws regarding the discipline of students with disabilities under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.
**Fight Song**

*Summit Pride*

Let’s give a cheer for S-A-H-S!
Cheer for the blue and gold.
Victory’s in store, whatever the score.
Our team’s forever bold.
FIGHT! – FIGHT! – FIGHT!

Shoulder to shoulder, we march along
Determined to win the day.
Playing the game for the honor and fame.
Summit is here to stay!

S – S – S – U – M
M – M – M – I – T
S – U – M
M – I – T
Go Bears!
GO BEARS!
Student and Parent Acknowledgement

Summit Academy High School Student Handbook Awareness Statement 2020-2021

Enrollment at Summit Academy High School requires that each student becomes familiar with ALL information contained in the Student Handbook. The school has provided each student and his/her parent a link to the Student Handbook which can be found under the student tab on the Summit Academy High School Webpage. The instructional staff, under the direction of administration, has discussed school policy and procedures with the students.

Specific information reviewed with the total student population includes:

- Attendance Expectations  student initials: ______ date: ______
- Citizenship  student initials: ______ date: ______
- Student Dress & Grooming  student initials: ______ date: ______
- Weapons Policy  student initials: ______ date: ______
- Information Network Acceptable Use Policy (Wi-Fi Form)  student initials: ______ date: ______
- Cell Phone (electronic devices)
  - Any use of an electronic device that disrupts the educational process, invades personal privacy, or compromises the integrity of the educational environment is strictly prohibited. Inappropriate cell phone use will result in the cell phone being confiscated by the teacher and turned in to the office. Confiscated electronic equipment will only be returned to the parent/guardian.
  - student initials: ______ date: ______

- Drugs, Alcohol, Tobacco, Vaping  student initials: ______ date: ______

My signature acknowledges that I have received the link to the Student Handbook, and that I am aware it is my individual responsibility, as a student at Summit Academy High School, to have reviewed the handbook and to abide by its contents.

PLEASE PRINT STUDENT NAME: ________________________________
Student Signature: ___________________________ Date: ________________

My signature acknowledges that I have received the link to the Student Handbook, and that I am aware it is my individual responsibility, as a parent of a student at Summit Academy High School, to have reviewed the handbook and to support my student in abiding by its contents.

PLEASE PRINT PARENT/GUARDIAN NAME: ________________________________
Parent Signature: ___________________________ Date: ________________