Student- Parent Handbook

2019-2020
Section 1. School Structure

Summit Academy Charter School has a Governing Board which is the governing body of the school. The Governing Board is ultimately responsible for monitoring and reporting the financial and educational success of the school and is responsible for ensuring its Charter is implemented as agreed to with Broward County Public Schools. The Governing Board will delegate all day-to-day operational responsibilities to the Principal.

In the event a parent requests an item to be placed on the Governing Board’s agenda, a written request with a detailed explanation must be submitted to the principal of the school at least 10 days prior to the scheduled meeting. The schedule for Governing Board meetings can be found on the school’s website.

Meetings of the Governing Board are open to the public and comply with the Sunshine Laws of the State of Florida.

Mission
The mission of Summit Academy Charter School is to provide students with a comprehensive education with a focus on character education, facilitated by a high quality staff, promoting academic excellence, leadership skills, and college and career ready skills.

Vision
The vision of Summit Academy Charter School is that each student will develop a strong set of values and the leadership skills necessary to become successful, productive, and contributing members of society.

Family Rights To Privacy Act
The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interest will have access to your child’s educational records. In special instances, you may waive this right to privacy to allow other agencies working with your child to have access to those records.

Procedures for Addressing Concerns
Every effort is made to provide the highest quality education to our students and exceptional service to our families. In the event that you have a concern involving an individual teacher, student or class, parents should address their concerns to the following individuals in the order below.

1. Teacher
2. Lead Teacher/Assistant Principal
3. Principal
4. Conflict Resolution Designee
5. Governing Board
Section 2. General School Information

Hours of Operation

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<table>
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<tbody>
<tr>
<td>School Hours</td>
<td>8:00 A.M. - 3:30 P.M.</td>
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<tr>
<td>Main Office Hours</td>
<td>7:30 A.M. - 4:00 P.M.</td>
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<tr>
<td>Teacher Hours</td>
<td>7:30 A.M. - 3:30 P.M.</td>
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<tr>
<td>Before Care Hours</td>
<td>7:00 A.M. - 8:00 A.M.</td>
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<tr>
<td>After Care Hours</td>
<td>3:30 P.M. - 6:00 P.M.</td>
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Calendar
The school will follow the Broward County School Board Calendar as may be amended from time to time. The emergency closing of the school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of the Principal. In the event Broward County Public Schools closes all its schools, Summit Academy will also be closed. Please tune in to your local news station in the event of severe weather. If Summit Academy is closed when Broward County Public Schools is open, parents will be notified as soon as possible.

Contact Information
Main Office: (954)603-3303
Fax: (954) 603-3366
Website: www.summitacademy.org

Enrollment
Summit Academy Charter School is a tuition-free public charter school serving grades K-8. To comply with State of Florida and Broward County requirements, only children whose parents have properly completed and submitted all necessary forms including, but not limited to, certificates of immunization, physical examinations and others will be eligible for the lottery selection process and permitted to begin the school year as a full-time student. The school will follow the School Board of Broward County’s policies related to immunization and registration.

Lottery Selection Process
Enrollment spots are awarded through a lottery selection process, with preference given to:
- Siblings of currently enrolled students (only when seats are available)
- Teacher’s children
- Children of Governing Board families (after the 2019-2020 school year)
- Military personnel
Families interested in registering a child for the following school year must complete the pre-enrollment process within the allotted time period. From there, names will be randomly selected in the lottery selection.

Re-enrollment Process
In order to secure your child’s seat for the following school year, you will be asked to fill out a
re-enrollment form for the next school year. Forms will be sent home with your child during the month of January and should be returned within two weeks.

**Attendance**
The school will follow the Broward County Public Schools attendance policies, as may be amended from time to time. Your child’s academic and social progress is influenced to a great extent by regular participation in school. Regular attendance without tardiness or early dismissal is the key. When your child is absent from school you must submit a note or send an email to info@summitacademy.org upon your child’s return to school explaining the reason for the absence. If you do not submit in writing via a note or an email the excuse for the absence within 48 hours your child will receive an “unexcused absence.” Absences can only be excused for one of the eight School Board of Broward County allowed reasons for absences. You will receive a letter once your child receives 3 unexcused absences. See section of “Pattern of Nonattendance.”

We encourage you to schedule your child’s appointments after school hours. If this is not possible, parent/guardians must come to the main office first to have their child released. Office personnel will notify the classroom teacher that your child needs to report to the office. For your child’s safety, the teacher will not release a child to anyone who has not signed them out at the office. Office personnel will only release a child to those persons listed on the Emergency Contact Card. Parents should ensure that any necessary changes or updates are made to the Emergency Contact Card throughout the school year.

**Excused Absences**
Students must be in school unless the absence qualifies as excused for one of the following reasons listed below (F.S. 1003.24(4), 1003.26):

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student’s own faith.
5. Required court appearance or subpoena.
6. Special event. Examples of special events include important public functions, conferences, state/national competitions, as well as exceptional cases of family need. The student must get permission from the principal at least five days ahead of time.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies. Students are allowed a maximum of five excused days’ absence for each infestation of head lice.
9. Students on field trips and students who attend alternative to suspension programs are not considered absent.
Excessive excused absences will be reported as required by Florida law and the School Board of Broward County.

**Unexcused Absences**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation as specified above. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence.

Students without a completed Certificate of Immunization indicating compliance with the current required schedule of immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Students who receive the first shot in a series of immunizations but who are late obtaining subsequent shots will be given three days grace period, after which they will be excluded from school and the resulting absences will be considered unexcused.

The school will contact you after three unexcused absences per marking period and the student will serve a morning detention from 7:30-8:00 AM. After five unexcused absences per marking period, the student will serve detention from 3:30 to 4:30PM.

Excessive unexcused absences will be reported as required by Florida law and the School Board of Broward County. A student accumulating ten or more unexcused absences may have quarterly, semester and final grade(s) withheld pending an administrative review and completion of assigned interventions.

**Tardiness**

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin. Parents must follow the same process to excuse a tardy as they do to excuse an absence. In order to be in compliance with the Broward County School Board Policy we recommend that all students enter through the side entrance by 7:50 A.M. in order to comfortably reach their classrooms by 8:00 A.M. A student is considered tardy if they are not in their designated classroom by 8:00 A.M. The side entrance will be locked by 8:00 A.M. daily and a late pass given to each student arriving after this time. Parents must park and walk their child into school to sign in their student after 8:15 A.M. Students will not be permitted to enter the classroom without a parent signature after 8:15 A.M.

Excessive tardiness will be addressed on a case–by–case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. Tardiness to any class without documentation may be considered unexcused. Habitual tardiness is defined as being tardy five times within a marking period. Principals have the discretion to excuse tardiness for extenuating circumstances. Unless excused under the provisions of this policy, accumulated
tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b)). Excessive tardiness will be reported as required by Florida law and the School Board of Broward County.

The school will contact you after three unexcused tardies per marking period and the student will serve a morning detention from 7:30-8:00 AM. After five unexcused tardies per marking period, the student will serve detention from 3:30 to 4:30PM.

**Early Release**
The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No students shall be released within the final 45 minutes of the school day unless the principal determines it is an emergency. Students and their families are urged to arrange doctor, dental, and other appointments at hours that are not in conflict with school time. Excessive early sign-outs will be addressed on a case-by-case basis, to determine if there is a pattern of non-attendance. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02). The school will contact you after three early releases per marking period and the student will serve a detention from 7:30-8:00 AM. After five early sign-outs, the student will serve detention from 3:30 to 4:30PM.

Parents/Legal Guardians needing to sign their children out of school early must have a completed EMERGENCY CONTACT CARD on file and must present a valid form of picture ID (driver’s license, military ID, etc.). If a student must be signed out of school early by an adult other than a parent or legal guardian, the adult must be listed as authorized to do so on the EMERGENCY CONTACT CARD and must also present a valid form of picture ID. If any of the above is not available, the student will not be released from school early. Persons listed under the EMERGENCY CONTACT CARD INFORMATION section on the back of the EMERGENCY CONTACT CARD are only authorized to be contacted in the event that a parent/legal guardian cannot be reached.

**Make-up Work**
1. **Excused & Unexcused Absences/Tardies/ Early Release:** Make-up work for credit and grade is allowed for ALL excused & unexcused absences. Students are entitled to two days per each day absent to make up the work, excluding the return to school date.
2. **Suspensions:** Make-up work for credit and grade is allowed. **It is the student’s responsibility to get the missed work.** All work is due on the day of return from the suspension. Student is NOT allowed to participate in any school activities during the suspension period.

**Arrival/Dismissal Procedures**
Students should not be left unattended without school personnel supervision. Supervision by school personnel is provided beginning at 7:30 am and ending at 3:40 pm. Before and after
school care is available if needed. Students must be registered to attend before and/or after school care. Parents are not permitted to walk into a teacher’s class at any time to informally conference with the teacher.

**Arrival**
1. Car Riders: Students are to be dropped off via the carpool lane between 7:30 and 8:00 A.M. School personnel will be available during that time period to ensure the safety of the students. Parents are not allowed to walk their children into their classrooms at any time. **There is NO cell phone usage in the carpool lane.**
2. Bus Riders: Bus riders will be dropped off at designated area in the front of the school.

**Dismissal**
The academic day concludes at 3:30 P.M. for all. In the event a student is habitually picked up late, and at the discretion of school administration, that student will be enrolled in the After-School Care Program at the standard cost to parent/guardian. Parents will be notified in writing as necessary and parents agree to pay the standard cost of the After-School Care Program.

1. Car Riders: All car riders are to be picked up in the carpool lane. School personnel will be available to assist with pick-up until the last car is through the lane at approximately 3:40 P.M. The Carpool permit must be displayed in the car window. Lost or damaged permits can be purchased from the front office for a $5.00 replacement fee. Students will not be released to any vehicle without the proper identification. Any person picking up a student without the carpool permit will need to park and show identification at the office. **ALL persons designated to pick up your child(ren) either by car or as a walker should have their name on the student emergency card. We will not release a student to any person without the proper permissions and identification. There is NO cell phone usage in the carpool lane.**
2. Bus Riders: All bus students are to report to the front of the school at their designated time. Any student who misses the bus will be sent to the office to call their parent. The bus will not return for any student who misses the bus and parents will be responsible for arranging transportation for the student.

**Inclement Weather Dismissal**
Car Riders will follow the same procedures as listed above unless otherwise notified. Students will be permitted to use the school phone as necessary to contact parents, but this is discouraged. Please make your rainy day plans in advance with your child. Bus and Car Riders will follow the same procedures as listed above unless otherwise notified.

In the event of inclement weather at dismissal, students will be held in their classrooms by their teachers and dismissal will be done through an orderly process. The school will wait until it is deemed safe before the school releases anyone. During inclement weather the school will call the students in the order of the vehicles in line to pick up the students. The teachers will hold all students and release the student whose name is announced to the dismissal area. Please be
patient with the process since it will take time to dismiss the entire school. When possible, the school will send a message to parents advising that inclement weather dismissal procedures are being implemented.

**Emergency Dismissal**
In the event of an emergency, the decision to dismiss students early will be made by the Principal. The Principal will issue a message to inform all parents of the early release and any other pertinent information needed.

**Leaving Campus**
Students may NOT leave campus at any time during the school day, including during lunch, After Care and any other on-campus, after-school activities.

**School Lunch Program**
Please refer to the school’s online portal for lunch balances. Payments for school lunches may be either paid in person in the school office or payments can be made on a daily, weekly or monthly basis online. Each student has his/her own account and the money is deposited into each account. Students cannot use money in their lunch accounts for any other activities or food related fundraiser. All parents are encouraged to apply for the National School Lunch Program (NSLP) which provides free or reduced lunch for those students that qualify. Federal forms are available in the main office for submission for the program.

The cost of breakfast is $2.00. The cost for lunch is $3.50. Monthly menus will be posted on the school website.

**Free and Reduced Lunch Program**
Parents can apply for free or reduced-priced meals when there is a hardship in the family through the National School Lunch Program (N.S.L.P). If your child received free or reduced-price lunch last school year in a BROWARD COUNTY Public School, he/she will be eligible for free/reduced lunch for the FIRST TEN DAYS of the new school year. Every year, A NEW FORM MUST BE COMPLETED AND SUBMITTED if you want your child to continue to receive free/reduced price meals for the school year. Please read the free/reduced price lunch form over CAREFULLY and fill out each section. An incomplete form will result in the child not receiving lunch at the discounted rate.

**Forgotten Lunches**
Students who have forgotten lunches will be allowed to charge lunch for that day. A student will not be permitted to charge any additional lunches if the lunch account is in the negative balance over $20.00. Sandwiches will be available in this case. We do not want any child to go without lunch. We encourage parents to maintain a balance on each child’s lunch account at all times and if your child is bringing lunch we encourage you to pack healthy lunches which are low in sugar and chemicals and to encourage healthy eating habits. **Students are not allowed to leave campus during lunch, order food during or after school hours, and there will be no**
food deliveries; example: Uber eats, Domino’s, etc.

CAFETERIA RULES
Conduct in the cafeteria reflects a student’s home training. Students should eat in an atmosphere that is conducive to good habits. Please discuss good cafeteria manners with your child. Students will receive a consequence for improper cafeteria behavior. In addition, our campus is a nut-free campus. Please keep all peanut and tree nut products at home. The cafeteria rules are as follows:

1. Use indoor voices during lunch.
2. Do not play with food or throw food.
3. Do not share your food with others.
4. Always be courteous to the cafeteria workers.
5. Always use acceptable table manners.
6. Raise your hand for assistance.
7. Remain seated during the lunch period.
8. Discard the trash appropriately when the lunch period is over.
9. No peanut or tree nut products.

Birthday and Celebrations
Birthday celebrations are held during lunch time in the cafeteria only for K-5th grades. Parents may acknowledge their child’s or teacher’s birthday by sending a treat to share with the whole class. Candles are not permitted according to State and County Fire Codes. In ALL cases, birthday treats should be limited to small snacks that are easily and cleanly handled by students. All snacks must be peanut and tree nut free. Please provide the following if needed: plates and napkins. Snacks should be “finger friendly.” Children can enjoy small baked goods such as cookies, cupcakes or doughnuts. Unfortunately, due to Federal regulations, homemade food cannot be served. Treats should be limited to the class that the birthday celebrant is enrolled in, in order to limit the amount of additional activity in the cafeteria. Birthday celebrations during testing days are not permitted. Please refer to the school calendar for testing days. The celebration may take place the next open day that visitors are permitted back into school. Parents who are registered and approved volunteers are welcomed in the cafeteria; however, siblings and/or minors not enrolled at Summit Academy Charter School will not be allowed in the cafeteria due insurance liabilities. Siblings enrolled at the school may be not pulled from their classes during instructional time to attend birthday celebrations.

Illness/Injuries/ Medication/Health Care
Illness
A healthy body enables children to function at their fullest capacity. The health of our students is important to us. The school is able to provide basic support for students and limited first aid. If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately and if you cannot be contacted, we will contact the person you have listed on your child’s emergency contact card. Please make sure that your emergency contact card information is updated. In the event of a serious or life-threatening
emergency, the school will call 911 in addition to contacting the parent or an emergency contact. If your child contracts a contagious disease or head lice, please call the office so we may alert other persons that may have been exposed. A doctor’s clearance note is required prior to readmitting to class any student who has contracted a contagious disease.

The school office serves as a temporary resting place for sick children and to administer minor first aid for minor injuries. Please be reminded the school office is not staffed by a school nurse or Teacher’s Assistant. Parents will be notified to pick up children who are unable to return to class. Parents must complete the required forms informing the school of any known allergies that your child has so that the school may be proactive in reducing possible exposure to allergens and be prepared in the event of a medical emergency.

For the sake of others, as well as your own children, parents are asked to keep home any child the exhibits a fever of 99.9 degrees or higher or other symptoms of illness such as diarrhea, hacking cough, vomiting, etc. Should a child become ill at school, he/she will be immediately isolated from other children. Parents will be notified and expected to pick up their child or make arrangements to take the child home within an hour. A child should be free from fever or contagious disease for 24 hours before returning to school. If your child has a contagious disease, he/she should be kept home, and the fact of the condition reported to the school. Contagious diseases include illnesses such as chicken pox, strep throat, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, scarlet fever or fifth disease, etc.

Students must be free of head lice and nits. It is important for parents to routinely check their children’s hair for lice. Lice are small insects about the size of a sesame seed. Nits are tiny yellowish-white oval eggs attached to the hair. Nits do not come off easily like dandruff or lint. Lice do not jump or fly. They are transmitted via head-to-head contact and personal articles such as hats, combs, pillows. Please remind your children not to share such things with others.

When a child is identified as having head lice or nits, the child will be excluded from class and activities and sent home. Due to the nature of why the student is being sent home we ask that all parents pickup students promptly to avoid any uncomfortable feelings a child might have while waiting to be picked up. Upon return to school, a parent or an adult must accompany each student. School personnel will inspect each student for live lice and/or nits. Evidence of live lice and/or nits is grounds for immediate exclusion from school.

**Medication**

Summit Academy Charter School follows the Broward County School Board Policy (“SBBC”) on medication which expressly states that school personnel CANNOT DISPENSE medicine to students without specific written authorization by the physician and parents of the student. All proper forms from the health department and doctor are to be completed and kept on file at the school. School Board Policy 6305 outlines the rules regarding possession of over the counter and prescription drugs. You may view the complete Health Policy and all School Board Policies on the web at www.broward.k12.fl.us/sbbcpolicies.
A new Authorization for Medication/Treatment Form must be completed and signed each school year by the healthcare provider and parent for any new medication(s), changes in dosage, or changes in current medication(s).

Medication is never given to students or kept in the classroom unless the required forms are completed. This includes Tylenol, cough medicine, EpiPens and other over-the-counter remedies. Parents or guardians are required to fill out the appropriate forms for dispensing medication and are required to deliver the medication directly to the office, and only the trained and designated personnel will administer it in the school office. Forms are available in the school office.

As per SBBC Policy 6305, students with special health conditions, e.g., asthma, diabetes and hypersensitivity, regardless of grade, may be permitted to carry medication with them, only if it is approved by their physician and noted on the Medication/Treatment Authorization form completed by the physician.

A parent permission form, available at the school office, may be completed to allow students to carry and self-administer the following over-the-counter products:

- Bug, insect and mosquito repellent in the form of towelettes/wipes/lotion
- Sunscreen products – lotion/wipes

Aerosol, sprays or pump products are NOT permitted.

If your child is required to take medication and your child is not contagious, he/she may be sent to school, but it is your responsibility to either complete the required medication forms and deliver the medication to the school office (prescription medication must have the students name and dosage on the label) or to come to administer the medication yourself. Please consult with your physician to determine the best course of treatment and do not send children to school to deliver the medication to the office.

Students in 4th grade or higher may carry their own EpiPens and Benadryl as long as they have been trained. This may decrease the anxiety and amount of time a student is struggling to breathe. Except for Epi Pens and Benadryl, under no circumstances is a child permitted to carry medicine in school, including aspirin, pain medications, cough drops, cough medicine, and other over the counter medications.

**Updated Student Information or Withdrawal**

Please notify the office staff if there is any change of important information such as phone numbers (including cell phone), addresses (including e-mails), emergency contacts, or other pertinent information. This is essential to ensure that accurate information is on file with Summit Academy Charter School and that parents can be located in case of an emergency.

Should you need to withdraw a child, please contact the Registrar at 954-603-3303. Requests must be in writing before any action can take place.
Section 3. Visitors, Volunteering, Parent Organizations & Community

Raptor Security
Part of keeping students and faculty safe is knowing who is in our building at all times and the “Raptor” system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our school. Upon entering Summit Academy, all persons must present a valid state-issued ID or other approved government issued ID, which will be scanned into the system. The Raptor system will perform an instant background check. Once cleared through the system, Raptor will issue a badge that identifies the visitor, the date, and the destination. A visitor’s badge will not be necessary for those who visit our schools simply to drop-off an item or pick-up paperwork at the front office lobby. In the event that a person does not have identification, he/she will be given access to the front office lobby only. For the safety of our students and staff, we reserve the right to ask anyone to leave the premises and report to the police any trespasser or person without an authorization badge in any area of the school.

The safety of our students is our highest priority and the Raptor Visitor Management System assists in protecting our students from those who may present a danger. Therefore, all visitors and volunteers MUST be cleared by the system and obtain a visitor badge.

Visitors
Parents are welcome to visit the school but prior arrangements must be made. Parents who wish to volunteer at the school must comply with the volunteer requirements below. Teachers will notify the front office of any visitors that have made prior arrangements so that they may be granted access into the school. All visitors to the school MUST sign in at the school front office. Under no circumstances should parents enter the school and go directly to a classroom. Visitors must be accompanied by a school staff member at all times. All visitors will be required to show a valid photo I.D., and enter their information into “Raptor”. They will then be issued a guest pass authorizing their entrance onto the campus. All visitors will surrender their driver’s license or other government issued I.D. to the office for the entire duration of their stay on campus. Licenses/IDs will be returned upon visitor’s exit from campus.

Volunteers and visitors should not wander the campus. Siblings/children who are NOT enrolled at Summit Academy Charter School are not permitted on campus.

Volunteers
Volunteers are an integral part of our school community. Parental involvement plays a key role in the day to day operations of our school. In every area, from direct classroom support to front office, cafeteria and clinic, active volunteer support is critical to the success of the school. Arrangements to volunteer in the classroom must be made at least 24 hours in advance and at a time agreed upon with the classroom teacher or administration.

All volunteers must be approved volunteers and must sign-in at the front office. Volunteers are
not allowed to have children not enrolled at the school accompany them; **NO EXCEPTIONS.** This policy ensures the safety of the students, minimizes interruption and promotes full concentration in each activity on campus.

Volunteers must report only to the room in which they are signed into volunteer and should not wander the campus.

**Guidelines for Volunteers**
- All volunteers will be required to be cleared by the “Raptor” system each day they are on campus. Failure to do so will result in being prohibited from entering the campus. Registration should be completed prior to assisting on campus. Volunteers working with children must have a valid driver’s license for identification and pass an immediate computerized background check (Raptor).
- Volunteers must wear the appropriate “Volunteer Identification” while on campus.
- The safety and education of students must be the main concern of volunteers while engaged in school activities.
- Volunteers are expected to dress modestly and appropriately while on the school campus.
- Cell phones should be switched off or placed on vibrate while on campus. Visitors are asked not to speak on cell phones while on campus.
- Comparing and criticizing teachers and students is unacceptable volunteer behavior.
- Please remember to keep what happens in the classroom confidential. Please do not discuss the lives or learning of the students with other students or adults who are not in the classroom.
- Punctuality and reliability are expected since classroom teachers plan for volunteer assistance. If you are unable to come at your scheduled time, please contact the office or email the teacher as soon as possible.
- Volunteers are not allowed to administer any kind of medication to students.
- Chaperones on a school field trip are considered volunteers and must have all pertinent paperwork and background clearances prior to attending the field trip.

**Room Parent Selection**
Each teacher will have a Room Parent sign-up sheet during Open House for parents to volunteer. The teacher will select one or two parents from the sign up list and contact them to discuss the school events and activities that pertain to his/her classroom. Teachers will try to choose someone who will best fulfill their needs and the needs of the students.

**Room Parent Guidelines**
Room Parents are the liaison between the teacher, parents, and parent volunteers and generally support the activities of the classroom. The following is an overview of the responsibilities:
- Creating and maintaining a current class email distribution list
- Coordinating classroom volunteers
- Organizing class celebrations (Winter Party and End of Year Party)
- Collecting for and coordinating teacher gifts (Winter Holidays, End of Year and Birthdays)
• Recruiting class volunteers for school-wide events (Field Day, Classroom Parties, etc.)
• Including all parents who wish to be involved in classroom events

**Parent Teacher Association (PTA)**
The Parent Teacher Association (PTA) has been organized at Summit Academy Charter School to support the school’s instructional programs and enhance community school relationships. All parents are welcome at PTA general meetings and encouraged to take an active role in your child’s educational experience. Prior notice of PTA General Meetings are given via email or flyers/newsletters and sent home with students.

*Why should I join the PTA?*
Summit Academy Charter School can only excel with the support of its parents. Parents can provide support in many areas from volunteering during the day, donating goods, helping plan events, and fundraisers.

*What can I do for the PTA?*
There are many avenues that parents can take to help the school and the PTA. A great variety of volunteer opportunities are available during the day or at night. There are opportunities from leadership roles to simple set up/cleanup of events. Your role can be catered to your interests and strengths. The more volunteers the easier the task! For those parents that have a very tight schedule, we always accept donations. You can also clip Box Tops labels and send them into school.

**Section 4. Academic Framework**

**Homework Policy**
Homework will only consist of work your child did not finish during the school day, enrichment work for advanced students or work that your child may need to help him/her improve. Please ensure that your child reads for at least 20 minutes daily. We encourage the families at Summit Academy to have dinner as a family, read together, or play outside.

**Curriculum Design – Florida Standards**
The Florida Standards are designed to be rigorous and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. Summit Academy is committed to ensuring all of our students receive the latest instruction including technology and are ready for the future.

**Report Cards/ Interim Reports**
Report cards are issued at the end of every nine- (9) weeks of school and cover a period of approximately 45 school days. A student must be in attendance twenty-five (25) days to receive a grade. Report card envelopes must be signed by the parent/guardian and returned to the teacher. Kindergarten issues report cards beginning at the end of the second nine weeks. Interim reports are sent midway between each nine-week reporting period.
Awards Criteria
In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students. Principal’s Honor Roll: “A” Honor Roll for students who earn all A’s, and “A/B” Honor Roll for students who earn A’s and B’s.

- Principal’s Honor Roll – Students who earn straight A’s in academics and “E’s” and/or “S’s” in Specials and Work, Social Skills, and Behaviors on the Report Card during a marking period in elementary school; no more than 3 “N’s” on the Character Ed report card in grades K-5.
- Honor Roll – Students who earn A’s and/or B’s in academics and “E’s” and/or “S’s” in Specials and Work, Social Skills, and Behaviors on the Report Card during a marking period; no more than 3 “N’s” on the Character Ed report card in grades K-5.

Each quarter honor roll students will be acknowledged in his/her classroom. Additionally, there are several “Awards” given throughout the year. These include monthly character awards.

Promotion
Summit Academy Charter School adheres to the provisions in the School Board of Broward County’s Student Pupil Progression Plan Policy 6000.1. There are very specific benchmarks and assessments students must pass as outlined in Policy 6000.1 in order to be promoted. The School will Inform parents on the progress of their child in regard to promotion/retention through Parent Conferences, Interim Reports, and Report Cards throughout the school year. It is the parents’ responsibility to work with the school to ensure each child is meeting their potential and progressing towards promotion.

Conferences
Conferences are an excellent way of keeping parents informed on the overall progress of their child in school. Parents will be contacted at least twice during the school year by their teacher(s) to schedule a conference either by phone or in person. Parents may also request a conference at any time for questions or concerns. Parents may call the school between the hours of 7:30-8:00AM to schedule a conference with their child’s teacher. Phone calls to teachers cannot be transferred during the instructional school day. However, email requests to teachers are transmitted immediately and are preferred. During the instructional day teachers are limited as to their amount of time and availability to check and respond to email. Parents should expect a turnaround time of 24-48 hours from any staff member when responding to email correspondence. In case of an emergency, contact the school office via telephone.

Field Trips
Field trips are considered to be an important part of positive, intellectual and academic development. Summit Academy Charter School aligns all field trips and classroom instruction with the Florida Standards. Each grade level selects field trips, and parents will be fully aware of all details of any planned trip. The school adheres to the guidelines of Broward Schools’ policies for field trip procedures. Additionally, teachers have the authority to set student behavior criteria in order for students to be eligible to attend field trips and decide on the parent
chaperones. Parent chaperones are for field trips that are designated as such. Parents do not chaperone “Staff Chaperoned” trips. Parents are not permitted to meet their child’s class at the designated field trip location. Only those parents who are selected and registered chaperones may attend.

All field trip chaperones must have been cleared through the school’s background check system prior to attending a field trip.

Children are not permitted to be released for dismissal to a parent during a field trip.

Field Trip Spirit Shirts / Trip Shirts
On any school sponsored field trip students will be required to wear a spirit shirt or school shirt ordered for the trip. This is for safety purposes. These distinctive shirts help to quickly identify any and all Summit Academy students.

Section 5. Code of Conduct

Code of Student Conduct
Summit Academy Charter School follows the School Board of Broward County Code of Student Conduct. This outlines policies and procedures relating to student’s rights and responsibilities. Please refer to link to the Code of Student Conduct on our website at www.summitacademy.org. It can also be found on the Broward County School’s website http://www.browardschools.com/codeofconduct. After reviewing this document, the enclosed parent signature page must be printed, signed and returned to the classroom teacher.

Discipline Plan
Summit Academy believes that a positive school environment where children feel safe and secure is necessary to achieve maximum learning potential. A fully implemented school discipline plan assists the staff in creating and maintaining this positive learning environment. The administration of corporal punishment is strictly prohibited. Each teacher has his/her own behavior management system in the classroom. By the time a student is referred to administration, corrective action has been taken in the classroom unless the seriousness of the student’s action merits direct referral to administration. Please refer to the Broward County Discipline Matrix (part of the Student Code of Conduct) for details of the consequences in each situation.

Cell Phone Policy
While cell phones and electronic devices are allowed on campus, they must be completely turned off (not on vibrate) and stored in the student’s backpacks. Students who bring a cell phone to school do so at their own risk. Students may not carry phones in their pockets. The “turn off” cell phone policy is from 7:30 am through 3:30 pm. The exception to the cell phone “turn off” policy, would be a directive from the teacher or staff with their supervision. Noncompliance with the Cell Phone Policy
• 1st violation - parent contact and student verbal warning
• 2nd violation - parent contact and confiscation of phone for the day
• 3rd violation - parent contact and parent will be required to pick up the phone in the front office, a one hour detention
• 4th violation - parent contact and phone is confiscated for thirty days. Parent must pick up the phone in the front office after the thirty days, In-School Suspension.

The school is not responsible for lost or stolen cellular phones or other electronic device. The school is not responsible for any cellular phone or electronic devices that are confiscated but not picked up by the last day of school.

Uniform Policy
In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. Enforcement of this policy is the responsibility of all staff members and parents to teach and model. Parents should inspect their child’s attire for compliance of the Uniform Policy before sending them to school. This includes outerwear such as sweatshirts, sweaters and shoes. However, in cases of certain religious requirements or by reason of a student’s disability a parent may opt-out of the uniform policy by emailing/writing the principal and stating the reason for the requested exemption. The principal will meet with the parent to discuss for the request for the exemption.

Summit Academy Charter School (K-5th grade) uniform consists of the following:
• Khaki bottoms (solid) with Summit Academy logo, including pants, shorts, or skorts
• Closed toe shoes and sneakers only; no boots
• Red or Teal logo polo shirt
• School Logo zippered navy-blue sweatshirts or sweaters

Summit Academy Charter School (6th-8th grade) uniform consists of the following:
• Khaki pants or knee length shorts with Summit Academy logo
• Closed toe shoes and sneakers only; no boots
• Red or Teal logo polo shirt
• School Logo zippered navy-blue sweatshirts or sweaters

In addition, students must keep their hair neat and out of their eyes. Students are not permitted to wear hair or makeup in a fashion that is a distraction to the learning environment. On cold weather days the uniform policy is still in effect. Cold weather uniforms are available from All Uniform Wear including jackets and sweatshirts. Leggings and pants under the school uniform are not a part of the dress code.

Outerwear and Jackets
Only Summit Academy outerwear, sweaters and sweatshirts are permitted to be worn. Please write student’s name in each article of apparel and equipment.
Non-Compliance with Uniform Policy
All students must come to school wearing the approved uniform. Non-compliance of the policy will result in the following actions:

- 1st violation of dress code – parent contact and student verbal warning
- 2nd violation of dress code – parent contact and half hour detention before school
- 3rd violation of dress code – parent must come in for a meeting, a 1 hour detention after school
- 4th violation-habitual defiance of dress code- parent meeting, in school suspension (1-2 days), referral to school guidance counselor.

Drugs and Alcohol Policy
The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgressions of this rule will result in disciplinary action in accordance with the Code of Student Conduct.

Student Searches
The Fourth Amendment to the U.S. Constitution guarantees freedom from unreasonable search and seizure of personal property. Penumbral privacy rights codified by the Florida Constitution and related case law also limit meritless intrusions not warranted by competing governmental interests. Nevertheless, a student’s individual rights must be balanced against an administrator’s responsibility to protect the health, safety, and welfare of all students. Accordingly, the search and seizure of student-owned property is permissible in the event that an administrator has developed a well grounded suspicion that the student has committed a crime, violated a school rule and/or endangered the safety of other students or employees.

Technology Use Policy
The school believes that the proper use of technology can transform a classroom, allowing students to be more active participants in their own educational process. The Internet is an ever-growing collection of linked computer networks around the world. Students have access to this incredible source of information through the use of computers, the computer systems, or iPads. All persons using the computers, computer system or any electronic device (Note: personal computers and/or devices are not allowed in school) on School property or over the school’s systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (cell phones, computers, cameras, iPhones, iPads, video cameras, etc.) on school property or at a school-related event. The use of the Internet at school is a privilege, and with this privilege comes responsibility. To this end, the school will hold a network user responsible for unacceptable uses of the network. Failure to abide by these rules will result in disciplinary action as determined by the administration. All computers, technology resources, and personal electronic devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses as determined by the Student Code of Conduct. The school reserves the right to search all personal electronic devices as allowed by law and all school
equipment for any reason at any time.

The school reserves the right to monitor all data transmitted through or contained in its computers, iPads, and network systems to protect the integrity of the systems and to ensure compliance with all policies, rules, and regulations governing the use of the computer, iPads, and network systems. Furthermore, the school reserves the right to refuse computing services and Internet access at any time.

**Computer Care**
Members of the school community will not abuse, tamper with, or willfully damage any computer or electronic equipment, nor use the computer or electronic equipment other than for appropriate work. Any intentional acts of vandalism will result in disciplinary action and students will be held responsible for replacement or repairs.

**UNDERSTANDING DIGITAL CITIZENSHIP**
A good citizen is someone who upholds and respects the laws of their country, city or community, and also acts in an appropriate way at all times. Good citizens respect moral and ethical guidelines and behaviors. They show care and concern for themselves, their neighbors and other members of the community. The good citizen respects other people's property and expects others to do the same for them. A good digital citizen applies the same rules to the cyber-world. A good digital citizen is a person who obeys the legal rules about using digital technologies, and acts with respect and care for themselves, others and their digital property. In return, they expect the same respect to be shown to them.

There are three key components to good digital citizenship: looking after yourself, other people, and property.

**Looking after yourself:**
- By choosing online names that are suitable and respectful.
- By utilizing secure passwords (minimum 8 characters, combine lowercase/uppercase and numbers).
- By only inviting people you actually know in the real world to be your friends in the online world or social networks.
- By never giving out personal information (address, telephone number, name of the school, address of the school, date of birth, social security number, credit card number, etc.) over the Internet. Students should also not meet with someone they have contacted online without prior parent approval. Safety is the responsibility of the parent and student. DDCUS is not liable in any way for irresponsible acts on the part of the student.
- By only visiting sites that are appropriate and respecting the rules that websites have about age. Some sites are only for adults. If you wouldn’t feel comfortable showing the website to an administrator, your parents or grandparents, then it’s inappropriate.
- By setting your privacy settings so that only the people you know can see you and your personal information.
- By only putting information online that is appropriate and posting pictures that are
suitable. Not everyone seeing your profile or pictures will be friendly.

- By always reporting anything that happens online which makes you feel uncomfortable or unhappy.
- By talking to trusted adults, like your parents and teachers, about your online experiences. This includes both the good and the bad experiences.

**Looking after others:**

- By not flaming (sending hurtful or inflammatory messages) other people, or forwarding messages that are unkind or inappropriate.
- By not getting involved in conversations that are unkind, mean or bullying.
- By reporting any conversations, you see that are unkind, mean or bullying. Imagine if the things being written were about you. If you would find them offensive, then they are inappropriate.
- By avoiding inappropriate websites. Some websites are disrespectful because they show people behaving inappropriately or illegally or are racist, bigoted or unkind. Show your respect for others by avoiding these sites. If you visit one by accident, close it and tell your teacher or an adult.
- By showing respect for other’s privacy by not trying to get into their online spaces without invitation, by not stalking them or copying their pictures.

**Looking after property:**

- By referencing and giving people credit for their work (digital articles, books, magazines, pictures, videos, art, blogs, etc.).
- By not plagiarizing: to steal and pass off (the ideas or words of another) as one’s own, to use without crediting the source, to commit literary theft or to present as new and original an idea or product derived from an existing source.
- By not stealing other people’s property. It’s easy to download music, videos, games and movies, but piracy (downloading media that you have not bought) is just the name given to stealing online.
- By not sharing the music, movies, games and other software that you own with other people.
- By checking that the information you are using is correct. Anyone can say anything on the web, so you need to check that the research is correct by using reliable sites. When in doubt, ask your teacher or parents.
- By looking after other people’s websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage that you find.

**Right to Inspect:**
The school reserves the right at any time and without a reason to inspect the school computers and electronic devices for inappropriate files or use and to remove any unauthorized or prohibited item on the school property if found and to take other appropriate action if deemed necessary, including notification to parents. The school does not allow the use of personal electronic devices in school. Students should also be aware that if they use school computers and electronic devices to access their personal information it may become co-mingled with their school work. Students should not assume that any messages or materials on the school
computers or electronic devices or on the school’s systems are private. The school may inspect personal devices and school devices at any time for any reason and retains ownership of the school’s computers and electronic equipment and any information on them or through the school’s system.

**Reporting Requirements/Discipline:**
Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher supervising the activity or to an administrator so that the situation can be addressed appropriately. Students who violate any aspect of Technology Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

**Anti-bullying Policy**
The school requires that all students be treated with respect regardless of their unique characteristics, including sexual orientation or gender identity. Every student has the right to learn in a safe and accepting school environment. The school will strive to provide a safe and nondiscriminatory environment for all students. The school will follow the SBBC Code of Student Conduct in the event a student involved in bullying or harassment. Any student who witnesses bullying and/or harassment shall report the incident to a school staff member immediately.

**Acceptable Conduct**
The policy of Summit Academy requires the maintenance of an atmosphere of cordiality, courtesy, and consideration. This kind of atmosphere can be established and preserved only by a concerted, sustained effort on the part of all students and staff members, in collaboration with parents.

**Non-Discrimination Policy**
The school does not discriminate or allow discriminatory practices based on vigorously enforce on sex, race, color, ethnic or national origin, citizenship status, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Any complaints related to discrimination should follow the procedures set forth in the section entitled Procedures for Addressing Concerns on page 2.
STUDENT- PARENT HANDBOOK SIGNATURE PAGE
2019-2020

(This page is included in the first day packet each student receives the first week of school. A separate form must be signed for each student enrolled at Summit Academy).

It is a requirement that each parent and student review all school policies and procedures. All parents must sign and return this page to the school.

Please initial each line below:

____________ I have read and will comply with the school policy on Volunteers as described in the Parent-Student Handbook.

____________ I have read and will comply with the school policy on Visitors as described in the Parent-Student Handbook.

____________ I have read and will comply with the school student Uniform Policy.

____________ I have read and will comply with all other policies and procedures listed in the Parent-Student Handbook or communicated by the school staff throughout the school year.

____________ I have read and will comply with the Technology Use Policy.

____________ I have reviewed the electronic copy of the Broward County Public Schools Code of Student Conduct (http://www.browardschools.com/codeofconduct)

Each parent and/legal guardian please sign and print your names as well as the student names below. Return to your homeroom teacher by August 23, 2019.

_____________________________________________
Parent’s/Guardian’s Signature                   Print Name                   Date

_____________________________________________
Student’s Name (print)                           Homeroom Teacher

Please sign one form per student in your family.

X ____________________________________________

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