

Summit Charter School

Family Handbook

2016-2017

Mission & Philosophy:

School Motto: Seeking Excellence

Introduction

This handbook has been prepared for our families of Summit Charter School. Please be sure you familiarize yourself with the school policies, and refer to this handbook throughout the school year for any questions you may have regarding the Summit program.

Mission & Philosophy:

Mission Statement

The Summit Community engages students in learning experiences that stimulate discovery, inspire excellence, and nurture a positive influence in an ever-changing world.

Portrait of a Graduate

The Summit Experience equips our students with a level of **confidence** that invokes success, self-worth, and the opportunity to thrive in all endeavors. Our graduates are:

Academically Prepared...

A strong academic foundation is the basis for the success of our graduates in their secondary, collegiate, and life-long pursuits. Our students:

- Embrace high expectations and academic rigor
- Think critically and work diligently to solve problems
- Utilize place-based and experiential opportunities to gain global understanding
- Incorporate technology as a tool to enrich and expand intellectual curiosity

Engaged in Community...

Summit Charter School seeks opportunities and activities that enrich the "whole-child" experience. Collaborative partnerships between the school, our families and the greater community contribute to the development of civility and citizenship in each and every child. Our students:

- Appreciate the value of team work, parental involvement and community resources

- Learn to communicate effectively
- Practice community stewardship and service learning opportunities

Strong in Character...

The seven virtues articulated in the school's pledge resonate with all the students and set the tone for individual and school-wide growth. Our students:

- Demonstrate a heightened level of accountability and shared sense of purpose
- Show respect for their peers, teachers, parent volunteers, and members of the community
- Accept diversity as a strength to community

Summit Pledge

Each day, in my words and my deeds, I will do my best to live these seven virtues: Honesty, Respect, Responsibility, Compassion, Self-Discipline, Perseverance, and Giving

Curriculum/Philosophy

The curriculum at Summit is continually developed and improved through a process using numerous resources and teacher input. Each class has a curriculum outlining what should be taught within each specific base camp. The curriculum, like many other things, is an evolving work in progress and one that is examined and updated frequently. Our curriculum is designed to prepare our students above and beyond the State's core assessment standards and to implement innovative lessons that promote student success through place-based learning activities and character education, and the whole-child development.

Summit Charter School Organizations:

Board of Trustees

The school, as an educational institution incorporated under the laws of North Carolina to be run as non-profit, is governed by a Board of Trustees. The Board consists of a maximum of 21 voting members. The Director, a teacher representative, and the Summit Family Association president serve as ex-officio members. The Board, made up primarily of parents and community representatives, serve a term of 3 years with a maximum of two consecutive terms. The Board, through various committees, concerns itself with school finances, capital needs, staff salaries and school policies. The Board employs the Director, who in turn, recruits the other faculty and staff.

The SCS Board meets eight times each year. All board members are expected to attend, along with the director, an elected teacher representative and the Summit Family Association representative. Meetings are also open to the public. A list of current board members is included in the Family Directory and board meetings will be announced through the Bear Express and Summit calendar.

Board Committees

Numerous committees are open to parent and teacher volunteers. The Standing Committees are listed below. If you are interested in serving on a committee, please notify the director.

Standing Committees: Academic Advisory, Building, Facilities, Marketing, Technology, Strategic Planning, Finance, Governance, Executive, and Summit Charter School Foundation, Inc.

Summit Family Association (SFA)

The Summit Family Association (SFA) is an active organization that meets monthly, organizes fund-raisers, and provides numerous opportunities for families to become involved in various aspects of the school. Parents and teachers are expected to attend meetings and participate in activities. A copy of the SFA Handbook is included in this document.

Parents who would like to volunteer for one of these committees should contact the SFA president. For any additional information, comments, or questions please contact the president.

Student Council

The Student Council of Summit Charter School is organized to give students the opportunity to participate in student government and to experience the many responsibilities that go along with being in a leadership role.

Administrative Chain of Command

If families have a concern about their child, they should first speak with the classroom teacher. In the event that a situation should arise that must be dealt with by the administration, the chain of command is as follows:

Base Camp Leader
Director
Board Chair

Admissions:

Summit Charter School is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, Summit will be open to all students who would

otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of gender, race, color, religion, national origin, age, or disability. Summit's admissions proceedings are guided by North Carolina Legislation G.S. 115C-218.45.

Applications for enrollment will become available by September 1 of each year, and may be requested or picked up in the school's office, or downloaded from the school's website. Completed applications must be received in hand at the school office by March 16. At that time the determination will be made as to whether a lottery will be required. If there are more applicants than there are spots available, a lottery will be held at 9:30am on March 31, or the first day of school following March 31, should March 31 fall on a Saturday or Sunday.

To determine space availability, enrollment preference will be given in the following order:

1. Enrolled Summit Students: Students currently enrolled in Summit Charter School do not need to reapply for admissions on an annual basis. Returning students are given top priority, and families will be issued an *Intent to Return* form to complete and return to the school during the open enrollment period.
2. Children of Full-time School Employees: Children of full-time Summit employees will be given preference for enrollment when space is available. When no slots are available, or when there are more full-time staff children than spaces available, there will be a staff lottery for that grade level. No more than 15% of the school's total enrollment of children of full-time employees can receive preference.
3. Siblings of Enrolled Summit Students: Siblings of currently enrolled students at Summit will receive preference for enrollment when space is available. When no slots are available or when there are more siblings than spaces available, there will be a sibling lottery for that grade level. The law defines siblings as any of the following who reside in the same household: full-siblings, half-siblings, stepsiblings, and children residing in a family foster home.
4. Opportunity Preference: Any former student enrolled as Summit within the last two academic years but left due to an academic study abroad program, competitive admission residential program, or vocational opportunities of the parents, will receive enrollment preference.
5. Legacy Preference: Siblings of students that completed the eighth grade at Summit and were enrolled at least since fourth grade can receive sibling preference as described above.

Siblings Enrolling at the Same Time: Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. If the family chooses to enter their children with one surname, they must choose the grade level in which they would like their surname entered. If the surname is pulled

during the lottery when there are available spots in the grade level, then all siblings will be admitted immediately if space is available in their respective grade levels. If there is no space available, the remaining siblings will be placed on the waiting list in the order of the admitted sibling's placement.

Multiple Birth Siblings: If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are in different grades, the parent will be asked to choose the grade in which they would like their surname entered. If that surname is pulled in the lottery, all of the multiple birth siblings will be admitted immediately.

Lottery Proceedings: in the event a lottery must be held, the Summit Family Association President, the Summit Charter School Board Chairman, the Summit Charter School Director, the Summit Charter School Administrative Officer, and one designated witness shall meet on March 31, or the first day of school following March 31, should March 31 fall on a Saturday or Sunday. The lottery will be held at 9:30am at the school, and is open to the public.

The lottery will begin with the eighth grade and work down to Kindergarten. The parties will designate a "drawer", and the administrative officer shall act as the recording secretary. The names of the eligible applicants will be folded and placed in a container. The drawer will then draw the names, and the administrative officer shall record the names in the order drawn. Once all available spaces are filled, a waiting list will be established, listing the students in the order drawn as set forth above. This waiting list will be used in the event that a spot opens and the school chooses to fill the vacancy before or during the school year.

The Summit Charter School Director will notify each applicant, in writing, of its placement. Each admitted applicant shall accept admission in writing no later than 10 days after notification of admission. If the applicant does not notify the school of its acceptance of admission on or before the 10th day, the applicant will be deemed to have declined admission, and the first child on the waiting list will be offered admission.

Students Applying after the Open Enrollment Period: Any students applying after the open enrollment period will be placed on the wait list directly after any waitlisted students from the lottery in the order the application was received.

Summit Charter School's Right to Refuse Enrollment: Summit Charter School reserves the right to refuse enrollment to any student or family under the following circumstances:

- The student is currently under a term of expulsion or suspension by his or her school, until that term is over.
- A parent or guardian willingly and knowingly provided incorrect information on the enrollment application

- If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 5th day of school, Summit reserves the right to remove the student from their enrollment roster and offer a position to the next student on the waiting list.

Reenrollment: Current students at Summit are invited to return the following year and do not have to go through the initial enrollment proceedings. Current families wishing to reenroll will be given an *Intent to Return* form to complete and return to the school during the open enrollment period to allow the school to plan appropriately for the lottery.

Waitlisted Students: Students residing on the waiting list may be granted enrollment during the school year if space becomes available. Families will be notified of the opening and will have 10 days to accept the position. If the position is declined or no response is received within the 10-day period, the next person on the waiting list will be offered the position. All students on the waiting list may resubmit their application for the next school year. In the event more applications are received than spaces available, a new lottery will be drawn for that particular grade level under the initial admissions proceedings. The new waiting list will go into effect at the conclusion of the current school year.

Academic Policies:

A curriculum with coherence requires a dedicated effort by the student, teacher and family. Please familiarize yourself with the academic policies and procedures to better facilitate our students' achievement.

Communications

Communication between the school and the home is one of the most important aspects of the academic program. Summit will exercise the following standard forms of routine communication between the school and family:

- **Learning Logs:** Each student will be issued a Learning Log at the beginning of the school year. Learning Logs are to be used to journal the days' events, homework assignments, and family-teacher communications.
- **Parent Signature Folders:** Parent Signature Folders are sent home with each student every Monday. These folders will contain the graded papers for the prior week, assignments for the coming week, and announcements and notices from the teachers and/or the school. Students are required to return the folder promptly with the front cover signed.

- **Interim Reports:** Interim reports are issued to each student via the Parent Signature Folder at the mid-quarter. Interim reports provide a brief status of progress in each of the major core subjects.
- **Progress Reports:** Progress Reports will be completed by the teachers at the conclusion of each quarterly grading period and issued at the time of the quarterly conference. Teachers will also record the final grades for the school year on the cumulative file for each student. End of Year grades should not be issued to students with outstanding textbooks, library books, or other property belonging to the school.
- **Conferences:** School-scheduled conferences will be held at the end of each quarter to discuss and distribute progress reports to the parents. Conferences may also be held, at anytime, at the request of the teacher, parent, or administration.
- **Blackbaud:** The integration of the Blackbaud system and FAWeb, will allow the faculty to communicate with parents through an Internet portal. Weekly assignment sheets, classroom notes and grades will be available through up-to-date online postings.

Exceptional Children's Program

Summit Charter School serves students of various levels and abilities within the classroom (inclusion model) as well as resource room and one-to-one instruction. If your child has been served by the Exceptional Children's Program at a previous school, please inform Summit at the time of enrollment to insure placement and completion of necessary paperwork. If you currently have a child in the ECP, please meet and cooperate with the special education teacher to ensure the Individual Education Plan (IEP) is current and adequate progress is being made. For additional information, please contact the special education teacher.

Grading Scales

Summit uses developmentally appropriate grading scales tiered by base camp level.

K-5

- E Excels at or above grade level expectations
- G Meets grade level expectations with independence
- S Satisfactory progress
- NP Needs progress

*Grades may include "+" or "-" to specify progress spectrum

Middle School

A+	99 - 100	C+	83 - 84
A	95 - 98	C	79 - 82
A-	93 - 94	C-	77 - 78
B+	91 - 92	D+	75 - 76
B	87 - 90	D	72 - 74
B-	85 - 86	D-	70 - 71
		F	0 - 69

Homework

Homework is an integral part of the instructional program. Purposes of homework include promoting independent study habits, developing responsibility and self-direction, and reinforcing school learning by providing necessary practices for developing skill and proficiency. Students can expect, on average, nightly homework assignments to reinforce the concepts being taught in class. Homework is the student's responsibility. The parent should encourage the child to fulfill this responsibility and should provide a suitable study area. The type and amount of homework may vary by age/grade, and the assignments should be recorded by the student (or teacher in the younger grades) in the student's learning log/assignment book on a daily basis.

Promotion and Retention:

Promotion and retention decisions in all grades at Summit are based upon a review of a child's academic performance and compliance to the school's attendance policy.

Benchmarks will include:

- Performance-based assessments (i.e. tests, quizzes, projects, written work, etc.) in core subjects- Math, Language Arts, Science, Social Studies
- Whole-child portfolio assessments (project/assignment completion) in specials classes- Art, Music, Health/PE, Spanish, Library, Tech, etc.
- Performance on standardized tests-
 - ERB (Nov)- Language Arts/Reading, Mathematics
 - EOG (May)- English/Language Arts, Mathematics, Science
- Attendance- Students in excess of 18 days (10% of the school year) are subject to retention. Students who miss more than 20 subject classes (i.e. 7th period algebra) throughout the year are subject to academic failure.

If the above measures do not provide clear evidence to support a promotion/retention decision, other data collection measures (i.e., Light's Retention Scale) may be utilized. Despite the performance on the EOG test scores, a child may be retained if he or she does not meet academic or attendance criteria for promotion. Special provisions may apply only in extreme cases.

Retention Decisions:

- In the event a child is to be considered for retention, the teacher or parent/guardian should notify the Director as soon as this option is considered or by the end of the 3rd quarter marking period.
- Grade-level/Subject Teachers will assemble a portfolio of the child's performance recorded supporting the need for retention.
- The Director will determine if additional data is necessary to finalize the retention decision.
- The grade-level/subject teacher, Exceptional Children coordinator (if applicable), school counselor (if applicable), and parent/guardian will meet with the Director to determine the most appropriate course of action.
- The Director, under North Carolina law, has the authority to make the final promotion/retention decision.

NC Read to Achieve

Students in third grade must show proficiency in reading in order to be promoted to fourth grade. Proficiency will be determined by the student's performance on the following:

- EOG reading assessment
- EOG reading retest
- NC Read to Achieve test
- Student reading portfolio

Students who do not demonstrate proficiency in the above will be required to complete a summer remediation program. The student and family will also be notified that without significant progress in 4th grade, retention will be considered.

Testing

Summit Charter School participates in the statewide accountability-testing model (EOG-End of Grade Testing) and will administer the standardized tests in accordance with the set guidelines. Testing will be handled by the Testing Coordinator and teachers will be trained prior to administration. All students in grades 3-8 are expected to participate in the state testing program and parents should encourage their child to do their absolute best on these tests. Test results will be shared with parents at the conclusion of testing. The test schedule is as follows:

Mathematics- Grades 3-8	Computer- Grade 8
Reading- Grades 3-8	Algebra 1- Grade 8
Writing- Grades 4 & 7 (4 samples during the year)	
Science- Grades 5 & 8	

ERB Testing- Students in grades 3-8 will take the ERB. The purpose of this test is to provide Summit with an evaluation tool for student progress on a national level.

If you feel additional testing is needed, please notify the Testing Coordinator.

Tutoring

Tutoring is available to students upon the recommendation of the teacher and/or parent. Should you be contacted about your child receiving tutoring services, please assist your child and our volunteers by adhering to the tutoring schedule and promptly transporting your child to or from the tutoring sessions.

General Policies:

Athletic Policy

Students in grades 6-8 are expected to follow the Athletic Policy guidelines for Summit Athletic Programs. A complete copy of the Athletic Policy is on file in the Summit Charter School Information Notebook located in the Athletic Director's office.

Students must have a current athletic physical and permission to treat form on file in the office and with the Athletic Director before they may participate in any athletic practice and game.

Students with unsatisfactory grades and/or behavior may become ineligible for athletic participation at the director's discretion.

Attendance

A child's presence for classroom instruction and the experiential education opportunities offered throughout the Summit program is an extremely important component to his or her academic success. Parents are strongly encouraged to respect the importance of attendance and are asked to schedule travel and controllable absences around the school's calendar. Absences are coded as either **EXCUSED** or **UNEXCUSED**.

EXCUSED absences are for the following reasons only:

1. Injury or illness
2. Death in the immediate family
3. Inclement weather (ice, snow, or floods)
4. Religious observance
5. Quarantine
6. Court or administrative proceedings
7. Medical or dental Appointments

In order to excuse an absence for any of the above reasons, a note must be written and given to the student's teacher or the office. Failure to do this will result in the absence being coded "unexcused".

UNEXCUSED absences are absences due to any reason other than those listed above, with no exceptions. Please note that an accumulation of 10 unexcused absences is grounds for truancy, and by state statute. (G.S. 115 C-378) the director must be report all cases of truancy to the Department of Social Services. It is also considered to be a violation of the **Family Partnership Agreement** if a student's absences meet or exceed 10% of the school days to that point of the school year.

Students who miss more than 20 subject classes (i.e. 7th period algebra) throughout the year are subject to academic failure. Please be mindful of early dismissals from school.

Late Arrivals and Early Dismissals

School hours are from 9:00 AM until 3:30 PM. Students are expected to be in attendance during these hours. Late arrivals and early dismissals are very disruptive to the classroom and demonstrate a lack of respect for the school schedule, the teachers, and students. **A child must be present for 1/2 of the instructional day in order to be counted present.** By state law a note from the parents/guardian is required after an absence in order for the absence to be counted as excused. Without a note the absence will be counted as UNEXCUSED. All tardies and early dismissals will be recorded and reported on progress reports.

Parents or guardians must sign in all late arriving students at the front office. All early dismissals must also go through the front office. A parent or guardian must sign the student out. No students may be released from the classroom without a call from office personnel. Excessive early dismissals and tardiness may result in academic penalty for the class/subject that is missed, and may result in a violation to the Family Partnership Agreement.

Bullying Policy

Overview

Summit Charter School believes that all students have a right to a safe and healthy school environment and does not tolerate behavior that infringes on the safety of any student. Summit Charter School adheres to the definition of bullying outlined in the 2009 School Violence Prevention Act (see reference at end of document). A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, verbal assaults, cyber-bullying, and social isolation or manipulation.

Summit expects students to immediately report incidents of bullying to a teacher and the director should be informed of all reports of bullying. Teachers who witness such acts take immediate steps to intervene and each complaint of bullying should be promptly

investigated. Complaints can be turned in anonymously in writing or by direct report to a staff member. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and during a school-sponsored activity.

Prevention

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

To help prevent bullying, the school counselor will facilitate staff development training and classroom lessons on bullying prevention and Summit will continue to utilize character education to cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers will also ensure that students prone to aggressive behavior and victims of bullying receive in-school counseling services.

Procedures

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff and parents will receive a copy of this policy prohibiting intimidation and bullying at the beginning of the school year or as part of new student orientation
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Teachers who witness acts of bullying shall take immediate steps to intervene. People witnessing or experiencing bullying are expected to report the incident; such reporting will not reflect on the target or witnesses in any way.
- Incidents of bullying can be reported using the following channels:
 - Make a direct report to a school official
 - Complete and send an on-line submission form accessible on the school's website
 - Deposit a report in a confidential submission box located in the library

Investigation

Reported incidents will be investigated and appropriate action will be taken after considering the following:

- Nature, severity, and number of occurrence(s) of the behavioral impact on the target
- Degree of physical, psychological, and social harm on the target
- Student's age, development and degree of maturity
- Surrounding circumstances and context in which the incident(s) occurred
- Prior disciplinary history and continuing patterns of behavior
- Relationship between and among the parties involved

- Context in which the alleged incident(s) occurred

Consequences

Validated bullying behavior and/or acts of aggression will require parent(s) of involved parties to meet with director and disciplinary action will be determined on an individual basis. Bullying is considered a violation of Summit's Family Partnership Agreement. Consequences include, but are not limited to a verbal or written apology, detention, suspension and/or expulsion.

Definition of Bullying as defined by North Carolina General Assembly:

115C-407.15. Bullying and harassing behavior.

“As used in this Article, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.”

Classroom Expectations

Each teacher will devise and post a set of classroom rules. Expectations are kept short and simple so students can remember them easily. Students should be made aware of rules and review them often. Conduct of middle school students is graded and averaged with other academic grades each quarter.

Class Parties

To avoid extravagant interruptions, parents are discouraged from organizing classroom parties to celebrate their child's birthday unless the activity can be fit into the mid-morning snack or into the lunch period without disturbance. Please check with your child's teacher concerning classroom policy.

Clubs

Students should be encouraged to participate in clubs and sports activities. Please relay information about the availability and schedule of events to students in your classroom when it is distributed to you. All school-sponsored clubs must seek administrative approval and must be sponsored by a faculty/staff representative. Club involvement and sports events should not interfere with the educational process of the child. If problems arise, please notify the Director.

Compliance with Other Laws

The school shall comply with all applicable federal laws and regulations, including, but not limited to, such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The school shall also comply with all applicable health and safety laws and regulations, whether federal, state, or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the school except as may otherwise be provided by law or separate contract. Neither the SBE nor the local board is required to monitor the school for compliance with applicable laws and regulations.

Criminal Background Checks

Summit Charter School believes that a safe and secure learning and working environment should be provided for all students and staff. Anyone who directly or indirectly has contact with children is in a unique position of trust in this society, and the school believes that criminal dispositions against an applicant, employee, or volunteer to the school may have an impact upon these goals and will be considered in hiring and dismissal decisions, as well as in the recruitment and usage of volunteers to the school.

All applicants, employees and volunteers of Summit Charter School must consent to and are subject to background screening initially upon appointment and annually thereafter. Background screening may include:

Driving records check;

Criminal background check to verify no past history of abuse and/or sexual deviant behavior or other crimes of violence crimes of embezzlement and fraud;

Sex Offender Registry check; and

Employment and/or prior volunteer service reference checks.

Applicants and volunteers shall be required to answer completely and accurately questions on their application with regard to previous criminal history. Failure to do so will subject the applicant to not being hired, an employee to being dismissed, or a volunteer request being denied. Applicants, current employees, and volunteers shall notify the director immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) except minor traffic violations.

Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes and regulations. The school system shall maintain in paper format only data from a criminal history check conducted through the North Carolina Department of Justice. These records shall be kept in a locked, secure place, separate from the individual's personnel file.

Discipline

At Summit we expect all of our students to behave properly. Teachers maintain effective discipline practices in their classroom at all times. The teachers at the beginning of each school year will outline discipline procedures. Middle School discipline procedures are outlined in the Middle School Handbook and are discussed with students at the beginning of the school year. All students are expected to know and follow the Summit Pledge.

Dismissal from School

The local school board may refuse to admit any student who is suspended or expelled from a school due to actions that would lead to suspension or expulsion from a public school under G.S. 115C-391 until the period of suspension or expulsion has expired.

Diversity

We prize the cultural, socio-economic and philosophical diversity we find among our families and student body. Our task is to help our children appreciate differences in others while valuing themselves. We must help children recognize the biases that exist in our society as we create an environment that challenges stereotypes and prejudices.

Summit Charter School does not discriminate against any employee, volunteer, or student on the basis of race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state, or federal law. This policy extends to all personnel decisions, terms and conditions of employment, vendor contracts and provision of services. Summit Charter School does not tolerate harassment for any reason. Respect for the dignity of others shall be the guiding principle for our relations with each other.

Drop-off/Pick-up

Students should not be on campus prior to 8:45 AM unless they are being tutored and/or are accompanied by an adult.

Morning Drop-off- Drop off is between 8:45 and 9:00 AM.

- Cars are to enter Cashiers School Rd at Cornucopia restaurant
- Maintain 10mph speed and take caution around narrow areas in the road and limited visibility points along Zeb Alley and Mitten Lane
- Cars will line up the Summit drive in a single care line
- Students will be dropped off at one of the four stations on the main porch

- Cars are to remain on the right side of the drive and should take caution exiting Mitten Lane and Zeb Alley
- During times of high traffic, we encourage drivers to exit to the right on Cashiers School Rd towards the Methodist Church to reduce road congestion

Afternoon Pick-up

- Cars are to enter Cashiers School Rd at Cornucopia restaurant
- Maintain 10mph speed and take caution around narrow areas in the road and limited visibility points along Zeb Alley and Mitten Lane
- Cars will line up the Summit drive in the two right-hand lanes leading to the cul-de-sac and exercise an alternate merge for a single pick-up line
- Students will line up by grade in designated spots on the front porch
- A caller will announce approaching car numbers and delegate students to one of four pick-up stations (i.e. “carpool 56 report to station B)
- Cars are to remain on the right side of the drive and please **STOP** at the end of the drive and **LOOK** before turning onto Mitten Lane
- During times of high traffic, we encourage drivers to exit to the right on Cashiers School Rd towards the Methodist Church to reduce road congestion

Additional Carline Notes

- Students dropped off prior to 8:45am will be sent to before care (billed as used)
- Students dropped off after 9:00am must be accompanied by an adult to the office to sign in and receive a tardy slip
- Any students not picked up by 3:45 PM will be escorted to After Care, and a fee will be charged
- If your child is to ride home with an individual other than yourself, a note is required.
- For the safety of the children we ask you *not* to be on your cell phone during car line.
- Do Not pull out of the car lane and pass a car or bus that is loading or unloading children
- During special events, the 3rd car lane may be used as overflow parking

EPA- Asbestos Emergency Response Act

The US Environmental Protection Agency (EPA) Asbestos Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988, and has a signed statement from the architect of project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided with such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for your review at anytime during normal school hours (M-F, 9:30am – 3:30pm). The Asbestos Program Manager, Marie Starkings, is available to answer any questions you may have about asbestos in our building (828-743-5755).

Facility Use

Summit School strives to be a true “community school” and is always willing to allow outside groups/organizations to use our facility whenever possible. Groups requesting use of our facilities should contact the office by phone or letter in order to make arrangements.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Summit Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s records. However, Summit Charter School may disclose appropriately designated “directory information” without written consent, unless you have advised the school to the contrary in accordance with Board procedures. The primary purpose of directory information is to allow Summit Charter School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs and
- Sports activity sheets, such as for baseball, soccer and other school sports
- School calendar and directory

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks and local news agencies.

If you do not want Summit Charter School to disclose directory information from your child’s education records without your prior written consent, you must notify Summit Charter School in writing by the tenth day of each new school year. Summit Charter School has designated the following information as directory information:

- Student name
- Address
- Telephone listing
- Photograph
- Dates of attendance

- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors and awards received

Summit Charter School, by making this information available to parents on a yearly basis, is in compliance with the No Child Left Behind Law of 2001 as described in the Family Educational Rights and Privacy Act. A complete copy of this law may be viewed online at www.ed.gov.

Family Partnership Agreement

Summit Charter School is founded upon **trust and responsibility shared among parents, teachers, students and community**. Parents in particular are viewed as their child's primary teachers, and the home as the foundation for learning. Parents and students sign a Family Partnership Agreement to actively support their child's education and the school.

Field Excursions

There are many places in the western North Carolina region, which are well worth class visits. Classrooms may choose to go on field trips periodically throughout the year. Parents can assist by promptly returning the necessary paperwork, adhering to schedules and by offering to chaperone. Field trips are an educational experience which allows students to visit new and interesting places. Please note that chaperoning a field trip is a huge responsibility. Parents should follow the teacher's directions explicitly and ***should not bring siblings***.

Parents who are willing to drive their car and transport children on a school trip must have completed a background check with the school and file their current license, registration and insurance card with the business office.

Grievance Policy

In the event a conflict is unable to be resolved through the Family Partnership Agreement, Summit Charter School will follow the grievance procedures used in the Jackson County Public School System. Thus stated, it is the policy of Summit Charter School that all students and parents/guardians shall have the right to present for solution any problem arising within their status as students or parents/guardians and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. To ensure that any problem is corrected as soon as possible, time limits have been established to assure prompt attention to each problem. If the student or parents/guardians do not process his or her grievance within the set time limit, it shall be considered settled and not open to appeal. The grievance procedure may be used to address any situation occurring within the operation of normal procedures of the school which

causes a student and/or parent/guardian to believe he/she has been wronged, except in the cases where other appeal procedures are provided (e.g., long-term suspension). Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking grievance procedures.

A. Initiation- A student may initiate a grievance proceeding when either the student or his or her parent or guardian believes that he/she has been adversely affected by a decision of a school employee, or that a violation, misapplication or misinterpretation of school board policy or state or federal law or regulation has occurred.

B. Procedure- The procedure for initiation and conduct of a grievance shall be: A student, parent, or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the director to discuss the grievance and seek resolution. The following guidelines shall be observed:

Step I – Appeal to the Director: 1. A grievance shall be filed as soon as possible, but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance. 2. The director shall grant the conference within five school days following receipt of the request. 3. The request shall include a written statement describing the grievance and naming the specific policy, rule or law believed to be violated: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state, or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. 4. The director will conduct any investigation of the facts necessary before rendering a decision. 5. The director will state his or her position on the question in writing to the student within ten school days following the conference. 6. Only the parent or guardian or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the director.

Step II – Appeal to the Summit Charter School Board: If the grievance is not resolved at Step I, the student may appeal the director's decision to the Summit Charter School Board in writing within five (5) school days following the response from the director at Step I. The board shall offer a final written decision within thirty (30) days.

Immunization Requirements

The North Carolina Immunization Law has been amended effective July 1, 1987. The law, .0401 NCAC 7A(a) describes the immunizations required. Immunizations must be placed in the student's cumulative file within the first 30 days of the school year (or the enrollment date for student transfers). For additional information, please contact the front office.

Inclement Weather/Early Dismissal

In the event of inclement weather, the Director will make a decision whether to cancel school, remain on a regular schedule, or call for a late start. At the time of decision, the Director will initiate the faculty phone tree and contact local news stations. In the event school must close during the school day or suddenly before school starts, the homeroom teacher will initiate his/her own class phone tree to notify parents. The class phone tree will list the youngest or only child as the contact. For pre-determined closings (non-emergency), please tune in or login to local news stations, or call the school message.

WYFF-Channel 4-Greenville
WLOS-Channel 13-Asheville
School Message-743-5755

We also encourage parents to enroll in WLOS News 13 Text Alerts for immediate notification to your cell phone about school closings and delays.

In the event of a late start, school will begin at 10:00am for students. There will be no Before Care offered on days that school has a late start. Regardless of the decision, parents should not bring their child(ren) to school if they feel that their safety is at risk.

***Please note that for the purpose of inclement weather, Summit is not listed as a Jackson County school. Watch or listen for information specific to Summit Charter School.**

Lunch

Students should bring lunch and a full water bottle from home each day. The school does not provide heating or refrigeration services for students, and students should be encouraged to carry ice packs for cold items and not bring items that require warming or cooking. If a child forgets lunch, crackers may be provided by the school (this service is not to be abused).

Parents are welcome to join their child for lunch. Please make sure that you are aware of lunch times and recommended guidelines.

Lunch Times: 12:15 – 12:40, Recess 12:40 – 1:00

Parent Lunch Guidelines:

- Parents should send lunch *with their child* to school everyday
- Parents should plan to eat with their child at the *beginning* of the lunch period
- Parents should model our promotion of healthy meals and consumption of water or nutritious beverages

- Extravagant meals brought in from area restaurants can often be very disruptive and are discouraged
- Parents are encouraged to *eat* lunch with their child, not to drop it off at the front desk for delivery
- A parent's invitation to eat lunch at Summit is intended to promote quality family time during the school day without disruption to the schedule and student policies

Food Allergy Plan: Summit is committed to establishing a healthy and safe environment for students with food allergies. We ask that our parents please assist us with lunches, snacks, and celebration foods in our approach to preventing a severe allergy attack. At this time:

- Please avoid sending in foods containing peanuts, peanut oils, peanut flour, or foods manufactured on the same equipment as peanuts.
- Please avoid sending in food items whose fine-print food labels state:
 - "May Contain Peanuts or Peanut Products"
 - "Processed on Shared Equipment with Peanuts"
 - "Contains Peanut Ingredients"
- Food items processed/manufactured in the same plant as peanuts and package labels reading, "May contain trace amounts of peanuts" are safe for your child to bring to school at this time.

Mascot/School Colors

The mascot for Summit Charter School is the Explorer Bear designed by Codi Moore at the school's opening. School spirit colors are hunter green and white.

Medication

Teachers are not allowed to keep or distribute medicine in the classroom. All medication will be kept in the office to be distributed at the appropriate time. In accordance with North Carolina statutes, all medication must be in its original container and accompanied by a doctor's note. Parents are responsible for notifying the front office of all medication needs and for personally delivering the medication to the front office. Students will be allowed to leave class and walk to the front office to receive medication.

The school staff cannot administer any medication (prescription or over the counter) to a child unless it is ordered and prescribed by a doctor. We must have a doctor's note on file indicating dosage, the amount to be given, and the time of administration for each medication. All medications must be brought to the front office by parents in the original container, and the markings on the container must match the doctor's note. Medications may also be brought in and administered by a parent on school grounds. No student may possess any type of medication (including cough drops and inhalers) while attending

school or a school function. This policy is in accordance with the NC Department of Public Instruction.

Nepotism

Summit's small school environment and encouraged family involvement may lead to situations where spouses of employees and board members may also become involved with the school program. In response to nepotism at Summit, the following policy guidelines will be followed:

No voting members of the governing board shall be an employee of a for-profit company that provides substantial services to the charter school for a fee.

No employee of the charter school shall be immediate family (as defined in G.S. 115C-12.2) to any member of the nonprofit board of directors.

No employee of the charter school, whether hired by the board of directors or a management company, shall be a voting member of the nonprofit board of directors.

No teacher or staff member that is immediate family of the chief administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the NC Department of Public Instruction, with evidence, that this process has occurred.

School Sponsored Activities

Parents should support all school-sponsored activities and are encouraged to attend as many events as possible. Parents are needed to volunteer for activities in their child's classroom, or they can sign up as volunteers to assist in family activities sponsored by the SFA.

Parents will be notified of upcoming events.

Telephones/Cell Phones

Students may come to the office to use the telephone for emergency calls. Cell phone use on campus can be a major disruption. **Parents and staff members are asked to turn off their cell phones while on campus.** Cell phones belonging to students must be turned off and stored in a book bag/locker during the school day.

*For safety reasons, parents should refrain from using their cell phones while in car line.

Title 1 Funding

Summit Charter School is a targeted assisted school receiving Federal Title 1 funds on an annual basis. Funding is used to assist English Language Learning students enrolled at the school. Parents are invited to attend Title 1 meetings held in our library, and encouraged to submit input on the direction and support of our Title 1 program.

Tobacco, Weapons, Drugs

Summit Charter School is committed to providing a safe and drug/tobacco free campus. ***NO tobacco products, weapons or drugs are allowed on campus at any time.***

Uniform/Dress Code (updated 2016)

Upper Body (boys & girls)

Shirt Style

Mesh or Knit Polo (short/long sleeve)
Turtleneck (full or mock)
Henley Shirt (low collar, with buttons, can be thermal)

Dress Shirt/Blouse

Standard Colors - solid

white, crayon yellow, hunter green, navy blue, maize

white, chambray blue, oxford blue

Knit Polo Dress

white, crayon yellow, hunter green, navy blue, maize

Grades 3-8: students may add **RED** to their standard colors

Grades 6-8: students may add **LIGHT BLUE** to their standard colors

Grade 8: students may wear **CHOICE POLO on Fridays**

Undershirts- White Only

Undershirts are optional. Long sleeve undershirts may not be worn with short sleeve shirts. Thermal shirts are acceptable.

Overwear Style (worn inside school)

Sweaters (V-neck, crew neck, cardigans, sweater vest)
Sweatshirts- (crew or zip front)

Fleece Jackets/Vests- (zip-up, crew or V-neck)

Standard Colors - solid, no pattern

white, crayon yellow, hunter green, navy blue, maize
white, crayon yellow, hunter green, navy blue, maize
(Summit spirit/athletic outerwear is also approved)

white, crayon yellow, hunter green, navy blue, maize

Outerwear (worn outdoors)

Any outerwear (coats, hats, glove, etc.) may be selected for outdoor wear. Please dress appropriately for the weather conditions.

Lower Body (boys & girls)

Dress Pants (full or Capri length)

Dress Shorts

Skirts/Skorts (fingertip length)

Jumpers

Standard Colors - solid

navy blue, khaki

*Material may be cotton twill or corduroy, no denim material, knit sweatpants, cargo/carpenter pants or shorts. Pants and shorts should be worn at the waist.

Footwear

Socks - navy, black, white, or hunter green

Tights- solid navy, black, white, or hunter green

Shoes- parents' discretion; shoes must be closed toe & closed, low heel.

Additional Uniform Dress Code Notes

1. Summit logos may be worn or logos from other companies that measure smaller than a quarter.

2. Appropriate jewelry may be worn (this is at the Director's discretion). Boys: No earrings.
Girls: Post earring or small hoops only. No large hoops or dangles.
3. Shirts are to be tucked in. Shirts should be long enough that belly and back are not exposed when arms are raised or students bend over.
4. No radical or unusual hairstyles will be permitted.
5. No hats may be worn inside the school
6. "Free Dress" Guidelines: Teachers and Director reserve the right to limit free dress clothing options if it is distracting or inappropriate.

Visitors

All visitors must check in at the front office and obtain a Visitors Badge. The badge must be worn in a visible place while on campus. Please return the badge to the office when you leave campus. Parents are asked to check into the office as well. Please do not go directly to the classroom.

Volunteerism

Volunteerism plays an integral part of Summit and continues to be the backbone for its success. Families are expected to volunteer a minimum of 36 hours per child over the course of the year to help support Summit. A full explanation can be found in the Family Partnership Agreement. Volunteer log sheets can be found in the main office and is printed on the reverse side of your child's Green Folder. The SFA will appoint a volunteer coordinator to assist families with engaging in volunteer opportunities and recording their hours.

Volunteers working directly with students are required to complete authorization papers for background checks.

Water Bottles

Keeping hydrated is important to overall health. Children should bring a bottle of water with them to school each day.

Ways You Can Support Summit

- Sign up for *Tools for Schools* at Ingles. Summit receives credit from your purchases and can choose school equipment from a catalogue provided by Ingles. This must be **renewed** on an annual basis.
- Link your Target credit card to Summit Charter School. The school will receive a % of your purchase. This must be **renewed** on an annual basis.
- Sign up for Amazon Smiles, and register Summit Charter School as the charitable recipient.
- Box Tops for Kids- clip your Box Top coupons on various food products and turn in to the school.
- Participate in Summit Charter School Foundation, Inc. activities and drives.

Thank you for encouraging family, friends, and other groups to contribute and participate in Summit's efforts. Little things add up quickly.