
Middle School Handbook

Summit Charter School

2014-2015

Middle School Advisors:

8th Grade: Mrs. Vickery & Dr. Talmadge

7th Grade: Mrs. Broyhill & Mr. Kittle

6th Grade: Mrs. Kapity, Ms. Weatherby & Mr. Hughes

Middle School Homerooms:

8th Grade: Mr. Hughes & Mrs. Vickery

7th Grade: Ms. Moody, Ms. Poteat & Ms. Weatherby

6th Grade: Mrs. Brannon, Mrs. Broyhill & Mr. Kittle

2014-2015 Student Council:

President: Beau Hargrove

Vice President: Drew Ladensack

Secretary: Noah Pressler

Treasurer: Tucker Stone

Summit Charter School

Middle School Expectations and Policies

Please familiarize yourself with this handbook and refer to it throughout the school year for any questions you may have regarding middle school. The middle school seeks to embody and uphold Summit Charter School's mission statement: "To provide a creative and nurturing educational environment that motivates our children to seek excellence within themselves and in their endeavors." In addition to the school's mission statement, the middle school students and teachers are expected to abide by Summit's Pledge:

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

Academic Accountability

Teachers may not impose scholastic penalties for disciplinary infractions other than cheating or copying another's work. Cheating is giving or receiving information or help on independent work, copying another student's assignment or knowingly allowing another student to copy from his/her assignment. Plagiarism, the use of other's ideas or products as one's own, including the Internet, can be defined as cheating. The scholastic penalty for cheating will be determined by the classroom teacher, Lead Teacher, or the Director. The student involved may be subject to a wide range of disciplinary action, such as detention, suspension, or expulsion. Students are expected to turn in assignments on time and completed to the best of their ability. A student may be required to attend Mandatory Study Hall during lunch, before, or after school as a consequence for not turning in homework or failure to adequately complete schoolwork.

Homework

Homework is an integral part of the instructional program. Purposes of homework include promoting independent study habits, developing responsibility and reinforcing school learning. **Please refer to complete homework policy at the end of this handbook.**

Advisory Program

Each middle school child will be assigned an advisor who will act as a mentor for that student, and the advisor will also be the primary contact for parents to communicate concerns or expectations regarding his/her child. Advisory groups will meet weekly, and curriculum topics will include time management, goal setting, learning styles, peer interaction and conflict resolution.

Attendance

A student'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.

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. **Students must be present for ½ 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.

Communication between Family and School

Agenda Books

An agenda book will be provided to all students at the beginning of the school year. Students are expected to write down their homework in their agenda books. Parents should review agenda books weekly, and parents may be asked to sign their child's agenda book weekly or daily in order to promote student accountability. Please understand that student agenda books are designed to be an organizational tool for your child, and unless otherwise stated, teachers will not be checking agenda books for parent signatures.

Parent Signature Folders

Summit students take home each week a parent signature folder that contains the assignment sheets for the week in each subject, important announcements, and graded papers. Folders are to be reviewed, signed and returned on the next school day.

This folder is a method of communication that is used to keep the parents well informed and to motivate the students toward their best effort and highest achievement. In an effort to improve communication between middle school teachers, students, and parents, a table of contents has been added to the Green Folders. Students are expected to list items included in the Green Folders so papers don't "mysteriously" disappear during the school day. Please do not sign the green folder unless you have reviewed the table of contents and related papers with your child. Failure to return the signed folder and papers in a timely manner may result in disciplinary action.

Progress Reports and Grade Equivalent

At the conclusion of each quarterly grading period, the teachers will complete progress reports. Conferences will be scheduled to discuss and distribute progress reports to parents. Parent/Teacher Conferences provide an opportunity for parents and teachers/advisors to review the student's academic progress and to discuss any issues identified by the parent, teacher, or student. Parent/Teacher conferences are student-led, allowing each student an opportunity to take ownership in his/her education and reflect upon the previous quarter. Outside of conferences, communication to teachers and advisors may be handled through e-mail; calls to a teacher's or advisor's home should be reserved for a genuine emergency. Parent/Teacher conferences may be scheduled any time of the school year on an as-needed basis.

Grades are assigned according to a letter system with each letter being assigned a grade-point value as follows:

Grade	Numerical	Grade	Numerical
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

Discipline Policy

Summit seeks to maintain an educational and supportive atmosphere, one where the seven virtues are esteemed and upheld by all teachers and students. Summit believes that consistent expectations will enhance the growth of each student and provide an atmosphere conducive to education. When students fail to live by these expectations, they must be prepared to accept the natural consequences of their lack of responsibility. For example, students who abuse certain privileges will lose them for a specified time, and students who disrespect school property will be required to clean the property, or in certain cases they may be asked to pay to repair any damage. Disruption of the learning atmosphere in the classroom is selfish and will not be tolerated. Summit seeks consistent application of its disciplinary policies. Although each situation is judged on its own merits, every effort will be made to ensure that decisions are not arbitrary. Policies are clearly stated in this handbook so that students are able to anticipate the disciplinary consequences of improper behavior.

Students are expected to behave in a courteous, cooperative, and responsible manner at all times. DISCIPLINE REPORTS may be issued by any teacher or authorized staff member for any infraction of school rules, disruption of class order or routine, or discourteous behavior.

These discipline reports may be issued for, but are not limited to, the following infractions:

- Violation of dress code
- Unauthorized tardiness or absence from class
- Disturbing class or other pupils
- Damaging school property or the property of others
- Disrespect or discourteous behavior at school or school sponsored activity
- Inappropriate behavior, language, or gestures
- Chewing gum on campus

* Disciplinary consequences may include loss of privileges, detention, work detail, probation, suspension, and expulsion.

Lunch, Morning, and After-School Detention

Lunch Detention will be served with the teacher who issued it. Periodically, morning and after-school detentions will be offered for more serious or repeat offenses. Students will not be allowed to complete homework during detention, and detention obligations and arrangements must be fulfilled before a student can participate in extra-curricular and athletic activities. Failure to report to detention without administrative approval will result in an in-school suspension.

Disciplinary Probation

The Director may place any student who receives more than five hours of detention in a school year or commits a serious infraction on disciplinary probation for a set period of time. During this period, a student is under close supervision of the administration and may have privileges revoked.

Suspension

Suspension may be the result of disciplinary action. A suspension can be either “out of school” or “in school”, and this determination is made by the Director. Parents are informed in advance of any school suspension. An out of school suspension is considered an unexcused absence for calculation of assignment credits. Possible offenses that warrant a suspension may include, but are not limited to: physical contact, vandalism, academic dishonesty, and bullying.

Expulsion

At the discretion of the Director, the school reserves the right to expel a student at any time during the school year for reasons related to his/her behavior.

Summit’s Experiential Education Clubs

Every Thursday from 1:00 – 2:30 students will participate in Summit’s Experiential Education Clubs (S.E.E.C), which is a multi-age, hands-on learning experience where students are immersed in place based education aligned with NC standards. SEEC groups are semester-long electives where students will have the chance to choose a group that fits their particular passion(s). Students have the option of eight different SEEC groups including Drama, French, Lego Robotics, History through Pop Culture, Advanced Art, Ensemble, Science Lab, and Fitness.

Student and Campus Life

Care of School Property

Summit Charter School belongs to us all. All students are expected to maintain neatness and cleanliness at all times in the buildings and on the school grounds. In order to maintain a beautiful campus, students may be asked to participate in its up-keep.

Technology

No cell phones or other personal electronics may be used during the school day.

Parents should not expect students to be checking text or voice messages during the academic day. Students who use a communication device during school hours may be subject to the following penalties: confiscation of the device, detention and/or suspension from school. Please refer to complete Summit's technology policy for additional information regarding computer use.

Chewing Gum

Chewing gum is not permitted anywhere on the school property before, during, or after school.

Leaving the School Grounds

A student is not allowed to leave the school grounds when school is in session without permission of the Administration and permission from the parents.

Lockers

Middle school students are assigned lockers at the beginning of each school year. Students have the option to purchase and use a combination lock for the protection of any personal or school-issued property kept in the locker after school hours. Students who choose to use a lock must turn in their combination to their homeroom teacher. Students are expected to keep their locker unlocked during school hours to enable efficient transitions between classes. Unless otherwise directed by a teacher, students are only allowed to visit their lockers before/after school, in between classes, and during a designated homeroom time. No exchange of lockers may occur without the consent of the Director or Middle School Lead Teacher. Under no circumstances should a student open or enter another student's locker. Lockers should be kept free of writing and stickers. Summit Charter School does not accept responsibility for personal belongings brought to school. Maintenance costs or repair of lockers caused by vandalism or carelessness will be borne by the responsible student.

Personal Property

Each student must assume responsibility for personal belongings. Books and other personal property should be clearly marked with the student's name. It is suggested that water bottles, jackets, and other personal belongings have the student's name permanently marked inside.

Snacks and Water Bottles

Middle school students are only allowed to eat during the designated lunch period unless otherwise directed by a teacher. Children should bring a bottle of water with them to school each day. Students are not allowed to have beverages containing caffeine on campus.

Classroom Parties

Classroom parties must be approved by administration and homeroom teachers. They must then be coordinated between homeroom teachers and homeroom parents.

Transition Time and Tardiness

Middle school students are allowed three minutes of transition time between classes. Students are expected to be on time and prepared for each class. Students who are tardy miss classroom exercises and disrupt classes. Tardy students without excuse who miss classroom exercises may see their grade affected. Please refer to discipline policy regarding students who are tardy or unprepared for class.

Summit Charter School

Middle School Homework Policy

Introduction

Summit Charter School believes that homework is an essential part of academic growth in middle school and it helps to secure the learning partnership among students, teachers, and parents. It is the student's responsibility to complete and turn in homework as assigned. An agenda book will be provided to all students at the beginning of the school year, and students are expected to write down their homework in their agenda books. Parents should review agenda books weekly, and in some cases parents may be asked to sign their child's agenda book weekly or daily.

Purpose

Assignments have the following purposes:

- To prepare for, reinforce, and further develop concepts introduced in class
- To promote study habits and self-reliance
- To allow parents and teachers to monitor student progress

Time

Middle school students can expect 60 - 80 minutes of nightly homework, assuming students have completed daily in-class assignments and make-up work. It is the student's responsibility to manage time on extended projects and studying, and if a student chooses to procrastinate, total minutes of homework will exceed this guideline.

We acknowledge students differ in ability, achievement levels, and needs, and that some students may take more or less than the recommended time to complete assignments. Parents with questions or concerns regarding homework should contact individual teachers.

Late Work Policy

A student will only receive full credit for complete homework assignments turned in at the beginning of class on the due date. A student that fails to turn in work at this time may be given a chance, as determined by teacher's discretion, to turn in work

up to twenty-four hours late for half credit. Students who do not turn in their homework will fill out a Blue Sheet that will document their failure to receive full credit and will be signed by teacher, parent, and student. In addition, students may be required to attend mandatory Study Hall during lunch and recess, before or after school as a consequence for not turning in assignments. Students who miss homework and class assignments because of an excused absence will receive the opportunity to make up missed work. Upon returning to school following an absence, it is a student's responsibility to contact the teacher or teachers to request make-up work.

Responsibilities

Communication among the teacher-student-parent/guardian is an important aspect of Summit's homework policy. The final responsibility for homework rests with the student.

The student should:

- Know the school's homework and agenda use policies.
- Ensure homework is completed to the best of his/her ability.
- Complete homework in the given time frame.
- Ask for assistance from teachers and parents/guardians as needed.

The teacher should:

- Assign relevant, challenging, and meaningful homework.
- Give clear instructions and ensure that students understand expectations including how homework will be assessed.
- Offer assistance when needed.
- Provide verbal or written feedback promptly to students.
- Maintain homework records and communicate with parents/guardians if homework issues begin to negatively impact the grade.
- Meet regularly with other teachers to ensure that the amount of homework assigned is reasonable, taking into account competing home obligations and extracurricular activities

The parent/guardian should

- Set a regular, uninterrupted study/homework time each day in a dedicated place.
 - Communicate regularly with teachers to monitor and encourage student progress.
-

Please sign, detach, and return this form to indicate you have read, understand, and agree to uphold the policies stated in the middle school handbook:

Parent/Guardian: _____

Date: _____

Student: _____

Date: _____

Advisor: _____

Date: _____