



## **Summit Homeschool Academy Parent/Student Handbook**

**Established 2022,  
updated October 6, 2023**

*THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH SUMMIT HOMESCHOOL ACADEMY AND PROVIDE YOU WITH INFORMATION ABOUT YOUR STUDENT'S ENROLLMENT HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE YOU WITH A SUMMARY OF GUIDELINES.*

*THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THIS HANDBOOK FROM TIME TO TIME. SUMMIT HOMESCHOOL ACADEMY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.*

*NO PARENT-STUDENT HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH A MEMBER OF OUR ADMINISTRATIVE TEAM.*

### **School Contact Information:**

Location: 2607 Fifth St, CASTLE ROCK CO 80104

Phone: 303-263-4377

Website: <https://summitha.com>

Email: [director@summitha.com](mailto:director@summitha.com)

## **Our Mission and Vision:**

Summit Homeschool Academy is a classical, co-laboring, academic enrichment program. Our mission is to serve homeschool families by providing a plug-and-play homeschool collaborative program.

Our vision is to equip families with the resources they need, to choose homeschool and instill their own worldview into their minds, hearts and lives...

Our core virtues are adopted and based on principals of natural law: *Freedom, Perseverance, Hope, Justice, Conscience*

## **Philosophy Statement:**

We are committed to delivering a classical education using the progymnasmata model of learning, which values moral character and a sense of wonder in learning. We are also committed to developing local friendships, a rich parent community and education freedom.

This is a drop-off program, where parents co labor with teachers by supporting 2-4 hours of at-home work, through lessons or homework. We pace the program to deliver a year of lessons in 32 weeks.

## **Non-discriminatory Policy**

SHA does not discriminate on the basis of any trait or learning ability nor in its consideration of student applicant or hiring of faculty or staff.

## **Parents Commitment to Success**

To support the successful participation in Summit Homeschool Academy's program, parents agree to support students in the following:

- Be aware of and follow school and classroom rules in activities by reading the Parent/Student Handbook, teacher communications and school communications
- Be on-time and prepared for the day, with paper, pencil, textbooks and homework completed
- Be dressed appropriately
- Have a nutritious lunch/snacks and clear drink. (no smoothies or drinks that stain the carpet)
- Be healthy and take a sick day if you're feeling ill. (the tardy/absence form is available on the website)
- Keeping cell phones and earbuds at home or in backpacks (cell phones will be taken if seen or heard during the school day, because administration cannot guarantee safety of content for all students, including yours)
- **Support students at home by completing all at-homework.**
- Parents will oversee the academic progress and success of their students by checking the syllabus, grading assignments, completing tests and reading teacher feedback, and guiding your student as needed.

While the Academy believes that this Handbook is complete, it is impossible to anticipate every issue that might arise during the school year. The administration reserves the right to make decisions during the year regarding any issue that would affect the wellbeing of students, faculty and staff.

## **Academic Progress Plans**

To provide every child with a path for success, students are placed in a class level commensurate with their current understanding of English and/or Math skills. However, once the year begins, if a student cannot meaningfully participate due to a lack of proficiency or academic engagement, parents will be discreetly notified of their needs and invited to partner with our team of expert educators to develop an academic progress plan. The plan will identify skills needed to meaningfully participate in class and methods that parents and teachers will use to achieve this.

As a homeschool enrichment program, we are not able to offer learning services or 1-on-1 teaching. Academic supports must be sought outside of the program. As a collaborative, 1-2 days of instruction is not enough to give a child a basic education and parents must teach their children outside of the program. Although we cannot provide educational services, we will offer referrals for services and/or tutoring when requested. Once an academic progress plan is implemented, the student will be re-evaluated over the quarter for success, and a determination will be made as to if the program is beneficial and in the best interest of the student. If no progress is made, the student will be dismissed from the program.

## **Fees & Application**

SHA is a publicly funded tuition-free homeschool enrichment program. Other than the sibling and staff priority, enrollment will be first come, first serve - no lottery (waitlists are available).

A non-refundable Materials Fee covers all consumables, laboratory and science materials and subscription-based administrative expenses. **Materials Fee:** \$100/student. **Lost Book Fee:** \$75/resource. No fee will be taken until enrollment is confirmed.

## **Media Consent**

SHA assumes permission has been given to the school to participate in school photos and social media posts, although much efforts are made to approach this with care and discretion. If you do not want your child to appear in any photos taken for the school or for social media posts, please inform the Dean of Students that you would like to opt out.

## **Waitlist**

SHA maintains a waitlist by class level. As soon as openings become available, the next family on the list will be contacted and have 48 business hours to accept or decline enrollment. If there is no response within 48 business hours of the offer from SHA (email or voicemail), it will be processed as a decline to enroll. SHA is not responsible for updating contact information. Families who decline to enroll their student at that time will be removed from the. In order to be placed back on the waitlist, you must resubmit the application.

## **Withdrawal Policy**

If you need to voluntarily withdraw your child from SHA, please submit a notice to withdraw as soon as possible in order that a child from the waitlist can be contacted to enroll.

## **Students Commitment to Success**

It is the responsibility of both parents and faculty to set students up for success and help them meet their educational goals. Above all, students need opportunities to take risks in a respectful learning

environment amongst their peers to have fun in the learning process. To achieve this, we've adopted the following policies.

## **Code of Conduct**

A SHA student will be responsible for his or her conduct at school, and when attending school-related events or activities. The expectations of SHA students are as follows:

- Be dedicated to academic integrity. Honestly report work completed and encourage classmates to do the same.
- Treat every faculty, staff member, and community member with respect and dignity.
- Each student should conduct himself/herself in a manner that focuses on safety and respect for the rights and property of others.
- A student should not harm another person, neither physically nor verbally.
- Absolutely no bullying of any type (cyber, in person, external communications, etc).
- The possession or sale of drugs, alcohol, tobacco, pharmaceuticals, or weapons at any time is strictly forbidden.

## **Dress Code**

Students are expected to wear appropriate clothing. Students are not to wear clothing that is distracting, revealing, looks like pajamas, contains profanities or has political content. In addition, dress must adhere to the following:

- No undergarments may be visible, including boxer briefs, camisoles and bralettes
- No midriffs may be visible
- Shorts and skirts can be no shorter than 3" above the knee
- Wear properly fitting bottoms (must cover bottoms and must wear a belt if waist is loose)
- No spaghetti straps, straps must be at least 1" wide to cover undergarments and must also cover the sides of undergarments.
- Shirts/Jackets/Hoodies may not contain inappropriate graphics which includes but is not limited to: alcohol, violent images, scary or gory images, foul words, distasteful messages or anything of a sexual nature.

## **Behavior and Discipline**

The basic expectation at SHA is that the students will follow the Golden Rule: treat others, students, teachers, and staff, as you would like to be treated. Through this expectation, we will cultivate an atmosphere of respect for self, others and their surroundings is established. All students are expected to:

- Always act toward each other in a respectful, kind manner.
- Listen and attend to instruction and work in all classes.
- Be mindful of other classes that are working.
- Obey all safety protocols.
- Keep hands and feet to yourself at all times.
- Use restrooms quickly, quietly and neatly.
- Respect all property you are using including school and home provided materials.

- Be respectful of the No Cell Phone policy. Ensure teachers and scholars do not see or hear a cell phone once the day has begun, and until scholars are dismissed.

## **Incident Recording Process**

Summit Homeschool Academy is committed to a culture of mutual respect and partnering with parents to help every student reach their maximum potential. It is not expected that students will never make a mistake, but if a behavior exhibits direct disrespect, compromises the physical or emotional safety of others, or is a detriment to the learning environment for the class, a written incident report will be recorded that same day by the Teacher, stating what the unacceptable incident was and suggesting an avenue of correction. The Teacher will give the Site Director the report, and the Site Director will contact the family to discuss the incident and schedule a meeting to discuss the events and determine a proper consequence. The incident will be recorded in the student's Gradelink profile for parents to acknowledge the receipt and agreement with the consequence. If the student is in Grammar School, they will be given a warning prior to having a formal recorded incident, unless it is violent in nature, then the incident must be recorded. If the student has already received a warning, or if they are in Upper School, a first incident will result in a 1-day expulsion. A second recorded incident will result in a 1-week expulsion. A third incident will result in a full expulsion for the remainder of the year.

SHA will never use corporal punishment. Correction measures will be along the lines of making an apology for their actions to the Teacher and/or other student, writing an apology letter to instill empathy and a sense of personal responsibility, or completing assignments that are appropriate, fair and help a child build character, integrity, and empathy. SHA will also never embarrass a child in front of a group of peers, nor will any bullying by Teachers be tolerated. Our students will be treated with a high level of respect, to model the character and standards we are also holding our leadership team to.

However, if a child exhibits an immediate danger or disrupts the class in a way that other students cannot learn, a teacher may take immediate action by calling on the Site Director to remove the child from the classroom. The parents will then be called and asked to pick up their student for the remainder of the day. Once the school day has ended, the Teacher will proceed with the normal disciplinary procedures.

## **Academic Dishonesty**

The school considers academic honesty and integrity to be an ideal of the highest order. All students are expected to submit any papers, tests, or projects that reflect their own work only. Furthermore, it is expected that students will not provide information about a test they have taken to those students who have not yet taken the test. The same applies to homework. Cheating in any form and plagiarism, the presentation of work as one's own words, ideas, solutions, figures or information of another without teacher authorization, is a serious breach of SHA academic standards. In the cases where a student has been given another student's work, both the giver and the receiver of the work or information will be considered guilty of academic dishonesty. Students who violate this standard will not get credit for any of the assignments. They will both be required to complete an additional assignment to demonstrate proficiency in the areas that the test addressed. Their parents will be notified by the Site Director and the parents and student will have an administrative review, with the possibility of being suspended.

## **Expulsion**

An expulsion ends the student's presence at SHA for the remainder of the academic school year. The student may petition for readmission for the next school year. Actions which may result in expulsion are:

**Behavior Outside of School** - SHA expects its students to exemplify the morals and values of the school in their daily lives. Students and families who misuse social media, engage in behaviors or actions outside of school settings that reflect poorly on the school, or cause issues at the school can be subject to disciplinary action.

**Bullying and Harassment** - A student who is consistently in violation will be subject to disciplinary action.

**Drugs, Alcohol and Smoking** - The possession, sale, purchase or use of illegal drugs, alcoholic beverages or ANY form of smoking materials can be subject to disciplinary action.

**The Possession or Use of Fireworks, Knives, Firearms, Slingshots or of any object that can be used to harm someone** will be immediately expelled and reported to local authorities.

**Theft** - taking, hiding or borrowing an individual's possessions without their permission is considered stealing and the student who steal may be subject to disciplinary action.

**Threats** - any type of verbal, physical or written harassment or intimidation to staff or students will be subject to disciplinary action.

This list is not inclusive, and the administration reserves the right to make decisions during the year regarding any issue that, in the School's opinion, would affect the safety and wellbeing of the students, staff, and or is not in the best interests of the school.

### **Addressing Staff, Faculty or Administration:**

Being that parents are the key foundation of SHA, if at any time a parent has contributing ideas, questions or concerns regarding the program, faculty or staff, we encourage parents to submit an email, letter or request to the Campus Director to meet in person to discuss any concerns.

## **General School Policies & Procedures**

### **Curriculum**

All curriculum is classical, mastery-based and spiraling with a highly effective rating. They have been chosen because they are proven as effective for homeschooling and co-ops, and are geared towards an "open-and-go" design. Teachers, in cooperation with parents, will provide in person instruction on lessons, assignments, projects and homework follow-through. SHA does not provide in-person instruction for tutoring, assessments or homework assignments. However, parents are encouraged to build relationships with teachers and each other as mentors and to build a co-oping community. Each new student can be evaluated for a "placement check" to make sure they are placed in the correct learning level. Student advancement will ultimately be determined by parents; Coursework completion certificates will be determined by the teacher.

### **Gifted & Talented, Special Education & Special Needs**

SHA is an enrichment program for homeschooling that does not receive funding or have resources, to offer extended services for students who have an ALP, IEP, ILP, etc. However, SHA strives to meet each student's academic level by working collaboratively with parents and staff and fully supports integrating reasonable accommodations.

## **Before & After School Hours**

Summit Homeschool Academy does not provide before or after school care. Students and parents can enter the school at 8:15 a.m. and must be picked up by 2:45, otherwise the last pick up policy will take effect.

**Each student must have an emergency back-up person to pick him/her up during unexpected emergencies if you are unable to get to the school in a timely manner.**

## **Late Pick Up Policy**

For late pickups, there will be a 15 minute grace period after dismissal for emergency or inclement weather closings. After the 15 minute grace period, the Emergency Contact will be called and requested to pick up the student. Additionally, parents will be charged \$20.00 per student for every 15 minutes beyond 2:45 p.m. If students have not been picked up within 1 hour after dismissal, local authorities will be called for child abandonment pickup. Any fees must be paid within 24 business hours, or late fees will be incurred at a rate of 15% per day. These fees must be paid prior to allowing students to return and participate in the next scheduled class.

There is a 2 time per semester allowance for late pick up after which the student will be removed from the program or a meeting with an administrator will be required to determine the terms and conditions of continuing with the program.

## **Transportation**

SHA does not provide transportation of any kind to or from sessions. Please provide your own transportation for your student.

## **Attendance & Absences**

Regular participation is crucial to a student's success due to the academic nature of the program. SHA relies on parents to support class participation in order to provide an effective program. Parents are asked to notify the school via the absence/tardy form located on the website, if a student will be absent or late. Please let the school know ahead of time if the student will need to be picked up early. When taking an extended vacation or family adventure, please follow along in the syllabus to complete as much of the English, Science and Math lessons as possible before returning.

## **Adjustment Period Policy**

It is normal for students to have some temporary fears about starting a new school and being away from home. However, on some occasions these behaviors may not lessen. We will require a conference to be held to discuss these concerns. If it is determined that this setting is not the best possible environment for your student because of discipline problems or because his or her individual needs cannot be met to their fullest potential, a 2 week notice of dismissal and suggestions for more appropriate alternatives will be given. If a situation arises that may endanger other students or faculty/staff, an immediate dismissal will be given.

## **Cell Phone & Telephone Use**

SHA does not permit students to use cell phones during school except for emergency use, if permitted by staff. Students can use phones before or after school hours, but not during lunch. During school hours, enjoy the break from technology. Communication between students and parents must be done through the school so as not to distract the class. This is strictly enforced, primarily because staff cannot assure parents that other students are using their devices appropriately or guarantee that inappropriate content

will not appear. If a staff members sees earbuds or cell phones out at any time, an incident report will be recorded and they will be held at the Directors desk until the end of the school day. If it happens a second time, the student must check in their phone and earbuds with the Director everyday thereafter.

### **Concerns**

When a parent wishes to express a concern, please follow the proper chain of command to support our culture of mutual respect.

1. Individual Teacher
2. Campus Director
3. Executive Director

Parents and students will model civility in all contact with faculty/staff and will be supportive of school policies, academic and disciplinary decisions.

### **Contacting Teachers**

Please schedule a conference through written communication. **Do not seek out a teacher before or during the day when he/she is preparing for the students.** The teacher will contact you to arrange a conference as soon as possible. The Expectation of the staff is to respond to your communication as soon as possible, but no later than 24 business hours.

### **Medical Care**

Staff cannot administer any prescribed or over the counter medication to your student. If there are situations where they must have their medications while at school, you will need to make arrangements according to the state policies. In the case of an emergency, teachers and staff will call 911 first and then make every effort to call or email all contacts listed for a student given by the guardian until someone is reached.

### **Weather Delays/Closures**

Summit Homeschool Academy does not follow DCSD school closings, delayed openings and early dismissals. Please make safety a priority and make your own determinations if the school schedule does not align with your individual circumstance related to safe transportation of your student. We will notify you of closures via text message and email if a closure is determined to be necessary. If 12 hours or more is missed in a school year, the school year will be extended by an equal amount of days/hours.

### **First Aid/CPR**

First aid procedures such as bandages and ice packs will be applied for minor injuries. 911 will be called for all serious emergencies. Parents will be contacted immediately. Serious accidents or injury will be recorded in a written report and made available to parents within 48 hours.

### **Health Inventory & Immunization Certificate**

Summit Homeschool Academy upholds parent choice and individual freedoms in all aspects of the program, including a waiver from SECTION 22-33- 104.5, C.R.S., whereas families may either submit a record of immunization or a statement of exemption. Enrolled families shall not be required to provide immunization records if they submit a statement of exemption.



## Health Policy

When you bring your student to school, you are certifying that your student is healthy and able to participate in all class activities. The school reserves the right to require you to come and pick up your student when he/she exhibits certain medical symptoms. **Students who become ill at school MUST be picked up immediately within 1 hour of notification.** Please inform your student's Teacher or a SHA administration member if a student develops or is exposed to an infectious or communicable disease in order that a communication can be sent out to those who could have been exposed.

The following conditions require students to remain home for a period of 24 hours: fever 100 degrees or greater, stomach bug, vomiting, excessive cough/runny nose, ear, nose, throat infections, and impetigo. Students may return 24 hours after medication has been administered for the following conditions: rash, conjunctivitis and ringworm. In the case of head lice, your student must be treated and be lice free for 24 hours before returning to school.

## Lost & Found

Items will be placed in a lost and found box. Please write your student's name on his or her items in order that items can be returned promptly. SHA is not responsible for any lost items. Lost and Found items will be donated to the Help and Hope center or Goodwill at the end of each Semester. Please leave all valuables at home.

## Safety & Security

All visitors to the school must report to their respective school staff and sign in. If possible, please inform the school ahead of time. Please do not go directly to a student's classroom. The school must always be aware of who is in the building.

## Toilet Training

All students must be fully toilet trained before enrollment into the SHA program. Every student must be able to clean him/herself without assistance from an adult. If a student needs assistance from an adult, parents will be contacted. We do understand that students occasionally will have accidents. However, if your student continually has accidents you will be asked to find other arrangements for your student.

## Celebrations/Birthdays

If you would like to plan birthdays or holiday celebrations, we ask they be done at the end of the day, with the permission of the last period teacher. Please be respectful and distribute any invitations to any celebrations outside of school discreetly.

## Snacks/Lunch

When choosing what snack or drink to bring, please limit it to clear liquids and healthy foods that are easy for kids to eat and that do not need to be heated up. **No soda, candy or gum are allowed on school premises. No foods that require a microwave are allowed.** Please remember that we are in a shared space, and to pack foods that are considerate of this. Ideas for easy foods are: sandwiches, cold pizza, vegetables and ranch dressing or hummus, fresh fruit, fruit snacks, crackers, salads with dressing on the side, protein bars, lunchables (not the pizza ones because the sauce explodes). In the event that a student in the school has an allergy which requires limitations to other students' snacks, a whole school communication will be distributed.