



**Summit Homeschool Academy
Parent/Student Handbook**

Established 2022

Website: <https://summitha.com>

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

Our Mission and Vision:

Our mission is to help avoid home school burnout by providing ample support in core academics with excellent teachers, tutoring and a wealth of resources in a plug-and-play format that's sustainable.

Our vision is to empower and support families with the resources they need to design their child's education and to instill their own worldview into their minds, hearts and lives...

Philosophy Statement:

The philosophy of the program is to provide "first-year and beyond" homeschool parents the tools and confidence they need to access homeschool education with curricular mapping support, curriculum libraries, professional instruction and collaborative small-group learning in core subjects.

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, be dressed appropriately, and have a nutritious snack and drink.
- Be healthy (an ill student needs to be home)
- Communicate with your student's teacher/staff by promptly returning completed tests, being responsive to school communications, and sharing any family concern/crisis that may impact your student with your Teacher and/or School Administrator
- Support students at home by providing 14 additional hours of learning each week
- Parents will oversee the completion of the curriculum by checking the syllabus, completing assignments, completing unit tests and turning them in, and guiding your student as needed.
- Parents support consequences when school policies and procedures are not followed.

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.

Fees & Application

SHA is a publicly funded tuition-free homeschool enrichment program. SHA will begin accepting enrollment applications for students beginning May 1st of each school year. Other than the sibling and staff priority, enrollment will be first come, first serve - no lottery (waitlists are available). Classes begin late August and end early May (see calendar - <https://summitha.com/summit-homeschool-academy>). For new families, there will be a one time **Application Fee**: \$50/student. Additionally, a **Materials Fee** covers all instructional fees, books, workbooks, school supplies and other consumables, laboratory and science materials and subscription-based administrative expenses. This fee does not include student-supplied laptops (not required in school), outside supported material or standard educational consumables used at home (notebooks, pencils, paper, calculators, etc). **Materials Fee**: K-2 \$350, 3-5 \$450, 6-9+ \$600.

Waitlist

SHA maintains a waitlist by grade 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 waitlist and refunded the application fee. In order to be placed back on the waitlist, you must resubmit the application and pay the application fee.

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 provide a framework that students can grow, develop, and succeed in to meet their educational goals. Above all, students need opportunities in a safe environment to respecting the learning opportunities of every student. As such, the following policies have been adopted to facilitate a safe and fun learning environment.

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. Report unit tests honestly.
- 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.

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.

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 or compromises the physical or emotional safety of others, 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 acting Dean of Students the report, and the acting Dean of Students will contact the family to discuss the incident and schedule a meeting to discuss the events and determine a proper consequence. The parent will sign the incident report to acknowledge their receipt and agreement with the consequence, and an electronic copy will be provided to the parent.

SHA will never use corporal punishment. Correction measures will be along the lines of making an apology for their actions to the Teacher 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 ourselves and our leadership 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 acting Dean of Students 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 acting Dean of Students 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 Director to meet in person to discuss any concerns

General School Policies & Procedures

Regular School Hours and Instruction

Grades K-3 will be taught in-person two days a week for three hours each day

(Monday/Tuesday from 8:30-11:30 am. Achievement-based diagnostics will be used to help determine grade placement based on reading level (advanced students may be placed in a class with older students if it aligns with their ability).

Grades 4-9 will be taught in one 6 hour day 8:30-2:30. Students will be taught the core subjects of Writing/Logic, Math and Science. These classes will be taught by subject-specific teachers. Students will rotate to each class throughout the day. Achievement-based diagnostics will be used to help determine grade placement based on math level (advanced students may be placed in a class with older students if it aligns with their ability).

Classes/Cohorts

Achievement consideration will be used to help determine grade placement and the individual class syllabus design to fill in skill gaps. Advanced students may be placed in a class with older students if it aligns with their skillset. Teachers will be highly qualified with a degree in education, 5+ years of teaching experience and consideration will be given to skill level, enthusiasm for teaching children, an ability to inspire creativity and curiosity and their ability to develop effective learning experiences for their classes.

Curriculum

SHA will use a project-based learning model geared toward activities and lessons best done with a group of students including hands-on science activities, cross-curricular writing lessons, math discussion and group work. The curriculum being used is proven to be effective for homeschool families, has minimal preparation time and can be used seamlessly between class and at-home instruction. All curriculum is research based with a highly effective rating. Teachers, in cooperation with parents, will provide inperson instruction on lessons, assignments, projects and guidance on homework. SHA does not provide in-person instruction on assessments and homework assignments. These must be administered and completed outside of class. Students will be graded on their unit tests using a customary 0-100% scale with grades entered into a gradebook by teachers. Students must have a passing grade of at least 64.5% as a prerequisite to advance. 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 and does not have resources, nor is it funded 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 integrating reasonable accommodations.

Before & After School Hours

For the safety of all students, parents and staff students must sign students out daily. If a student is absent and has not been notified, the school administration will call the family to make sure the student is accounted for. If there is someone other than the legal guardian transporting the child to or from school, prior written communication must be given (email or letter) to include the full legal name and phone number of the adult. At time of pick up, this adult must present their government ID (driver's license, passport, etc) to the releasing staff member to verify their identity and release the student.

- Please drive slowly and cautiously
- Pay attention to all directional signs and arrows
- Use sidewalks when available.
- Park your car legally if you accompany your child into the school.
- Arrive early or on time.

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 \$12.50 per student for every 15 minutes beyond. If students have not been picked up within 1 hour after dismissal, a charge of \$2 per minute will be charged out of respect for the staff member staying late, and local authorities will be called for child abandonment pickup. Any late fees incurred must be paid within 24 business hours, or will incur late fees 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 attendance is crucial to a student's success due to the condensed design 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 as soon as possible 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. If at all possible, please plan vacations around the scheduled breaks.

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 take place.

Cell Phone & Telephone Use

SHA does not permit its students to use cell phones during school except for emergency use. Students can use phones before or after school hours. Certain exceptions approved by administration can be made. During school hours, communication between students and parents must be done through the school so as not to distract the class. Teachers will communicate their hours of availability to parents in the classroom rules letter sent home at the beginning of the school year. Because the program is part time enrichment, Teachers are not expected to be available to parents on a full time basis and may only be available 1 or 2 days a week to discuss any concerns. Teachers are not expected to be available at anytime outside of business hours which are M-F 8am – 4pm.

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. 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

We 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.

Emergency Alert Notification

Emergency Alert Notification will contact parents about school closings, delayed openings, early dismissals and unscheduled changes in school events. We will make determinations regarding school closings, weather delays or early dismissals by 6:00 a.m. or as early as possible. 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.

First Aid/CPR

First aid procedures such as bandages and ice packs will be applied for minor injuries. Faculty and staff are trained in First Aid and CPR. 911 will be called for all serious emergencies. Parents will be contacted immediately. Serious accidents or injury will be 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 students 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 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. Our class time is limited, and Teachers need all of the little time allotted for instruction and labs. However, as a supporter and source of community, Teachers will happily distribute party invitations to students at the end of class. Additionally, if feasible, Summit will make every effort to facilitate occasional celebrations in recognition of their special days outside of class time.

Snacks

If you choose to bring a snack or drink, please limit it to water and healthy foods. **No soda, candy or gum are allowed on school premises.** Please do not pack snacks or drinks in glass containers. 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.