

*Excelsior!*

# ***SUMMIT ACADEMY***



## ***PARENT & STUDENT HANDBOOK***



# ***SUMMIT ACADEMY***

## **Parent/Student Handbook**

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Office Hours:                      **8:00 a.m. - 4:00 p.m.**

Summit Academy, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. Summit Academy does not discriminate on the basis of race, color, national or ethnic origin. The information contained in this handbook is subject to change.

Revised August, 2014.

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## ***I. Introduction***

### ***Welcome to Summit Academy!***

This handbook provides an explanation of school policies and procedures. This handbook is not a contract, but instead was designed to be an informative resource that outlines the procedures and policies of Summit Academy. These policies and procedures have been instituted to promote a positive environment for learning and growth and to help the school operate smoothly and efficiently. Please take time to read this handbook carefully and then sign and return the Parent/Student covenant which is attached.

In order to provide the best possible education and formation of our students, it is critical that the family and the school work together. As Saint John Paul II said in Baltimore (1994):

*Surely, it is important for America that the moral truths, which make freedom possible, should be passed on to each new generation. Every generation of Americans needs to know that freedom consists not in doing what we like but in having the right to do what we ought. How appropriate is St. Paul's charge to Timothy! 'Guard the rich deposit of faith with the help of the Holy Spirit who dwells within us.' That charge speaks to parents and educators...*

The Parent/Student Handbook is provided so that parents and students can assist in maintaining, for the benefit of all, a learning environment in accordance with Summit Academy's Mission Statement. This handbook is not meant to be an exhaustive list of rules and regulations; Summit Academy reserves the right to evaluate, on an individual basis, additional situations that may arise throughout the school year and to create/enforce additional policies.



## *Mission Statement*

### ***"To Teach, To Educate, To Form."***

We work to form well-rounded Christian leaders, apostles convinced of the truth, who will leave their mark in shaping a new civilization of justice and love and who will help spread the Kingdom of Christ by taking their place as responsible and qualified leaders in the family, in the community, in the Church, and in the world.

***To Teach the Mind:*** Giving students a foundation in the truth in all subjects so they can study, analyze, and build upon this foundation. Truth is the foundation of knowledge from which all other learning flows.

***To Educate the Heart:*** Educating a student's heart and senses with a love for what is right, good, noble, just, and beautiful through the study of arts, literature, and Christianity.

***To Form the Character:*** Encouraging and helping to form in each student: a sense of responsibility, service to others, integrity in word and deed, perseverance, manners, and a practice of the virtues.

### ***The Meaning of our "Excelsior" Motto:***

It is the aim of Summit Academy to help students rise above mediocrity by encouraging them always to strive "ever higher" in every area of their life: in their studies, their work, their relationships with God and others, their personal development and virtue, and their understanding of their greater mission to be apostles in the world.

### ***Integral Formation***

Summit Academy practices the Integral Formation method of education which is based on the Christian view of the person and strives to develop all dimensions of the person: intellectual, human (or character), spiritual, and apostolic.

### ***School Mascot***

The Patriot is Summit Academy's mascot and for good reason. A patriot is defined as one who loves, supports, and defends one's country. At Summit Academy we are not only true patriots (lovers) of our country and our Founding Fathers, but we are also true lovers (patriots) of our Faith and the One, Holy, Catholic, and Apostolic Church and its Founder: Jesus Christ.

## ***SUMMIT ACADEMY'S SCHOOL CREST***

The ribbon signifies the presence of our Blessed Mother. The Latin motto "Excelsior" means "Ever Higher", and represents the Academy's commitment to reach "even higher" for the Christian ideals.

The Band of twelve Stars represents the twelve Apostles whose testimonies exemplify the virtues needed to live an authentic Christian life. (The ribbon covers 5 of the stars.)

The Eagle is a sign of patriotism. This represents the true, Christian freedom upon which the United States was founded and which we are committed to preserve. It also reinforces our motto.

The mountain represents the summit of perfection, which the students are challenged to strive for in all aspects of their character.

The Wheat and Grapes - This represents the gift of the Holy Eucharist. It reminds us to fill ourselves with Christ so that we can give Christ to others.

The Book stands for the education of the intellect and the Torch symbolizes faith, which illuminates the intellect. Both remain united as a condition for Wisdom.

The Cross symbolizes Christ. He is the ideal around who we center our lives. An informed intellect, a moral character, and a vibrant spiritual life grow together for the integral formation of every student.





## **II. OUR METHODS: THE PRINCIPLES OF INTEGRAL FORMATION**

### **1. Christ-Centered Spirituality**

Christ is the center of all our efforts. He is our model, and as such, charity should be the crowning virtue of a Christ-centered life.

### **2. Personalized Education**

Each person is unique, endowed by God with a combination of talents and gifts all his own. Education cannot be carried out *en masse*, but is undertaken one-to-one. Life circumstances for each student are different depending on the student's family, social, economic, emotional, and moral settings. Our students have personal contact with the principal, formation coordinator, teachers and all those who have a hand in their education. Each one should know each student as an individual.

### **3. Love, Motivation and Conviction**

True formation begins with love. A good formator sees the potential within each student and, because of his or her love for that young person, is willing to commit the extra time, effort and patience needed to help form that student. An educator cannot demand from the student without motivating them first, and this motivation must be based on an authentic love for the student demonstrated by self-giving, kindness and patience.

### **4. Forming Leaders**

We shape leaders to transform society according to the principles of justice and charity contained in the Church's social teaching. We desire to offer the Church and society integrally formed men and women who will be true Christian leaders in the various spheres of society, doing their part to renew society as a whole.

### **5. Social Responsibility**

In forming the youth today, we can influence the society and culture of tomorrow. We are shaping the minds and hearts of those who will serve others in the home, in the workplace and in the Church. Thus we strive to form Christian leaders who will influence different spheres of society, according to Gospel standards.

### **6. Academic Excellence**

Summit Academy strives for the pursuit of academic excellence; a thorough intellectual formation composed of a content-rich curriculum in theology, the humanities, history, art, music, languages, math, science, technology and a critical study of culture.

### **7. Education by Goals**

We place great importance on programming the educational effort according to

clear goals accompanied by clear means to achieve them. Summit Academy has a program articulating the objectives of the school as a whole as well as the objectives of each of its individual classes. We also emphasize personal programs that take the objectives of the general program and apply them to the particular needs of every student. Personalized programs are essential for progressing and reaching goals in the areas of formation: intellectual, human, spiritual, and apostolic.

#### **8. *Family Involvement***

For the education program to be effective, we need communication and contact with the student's family. The home is the all-important setting where the greatest part of the student's non-scholastic life is lived and developed, and where his personality, character, and behavior are shaped in decisive ways. If a student receives principles, teachings, or guidelines at home contrary to those he receives at school, he may become disillusioned, dismissing all he is taught at school.

#### **9. *On-Going Education and Formation***

Self-formation on the part of the student is the vital point in this ongoing formation, particularly once formal schooling has ended. They seek to continue to learn and grow so as to be a faithful servant of Christ in every aspect of their life.

#### **10. *Teamwork***

The school team will lead the student by providing positive role models, by putting all of its resources at his disposal and by providing a stimulating and healthy moral atmosphere. Members of the team strive to know the students personally in order to motivate them, orient them and help them in their personal difficulties.

### **III. *THE ADMINISTRATIVE TEAM***

#### **A. Board of Directors**

The Summit Academy Board of Directors is a body of five appointed members who jointly oversee the activities of Summit Academy in accordance with the school's established by-laws. Each member of the Board of Directors serves for a three-year term. At the end of the term, each member may renew for an additional three-year term upon the approval of the remaining members. However, after serving for six consecutive years, a member must step down for at least one year before they can be invited back on the Board. The Board of Directors is responsible for: governing the organization by establishing policies and objectives, appointing, supporting and reviewing the performance of the Principal, ensuring the availability of adequate financial resources, approving annual budgets, providing an accounting to the parents, faculty and benefactors for the organization's performance and setting staff

salaries and compensation.

**B. Principal**

The Principal's mission is to establish an environment in which students achieve high standards of academic excellence, character formation, and apostolic initiative that are built upon a solid foundation of a deep and personal love for Christ and His Church. The Principal is responsible for: building and overseeing a strong faculty committed to the integral formation of its students, implementing a comprehensive curriculum committed to high standards of academic excellence, facilitating staff development, assisting families in understanding and identifying with the mission of Summit Academy, overseeing the day-to-day operations of the school, maintaining consistent discipline within the school and promoting Summit Academy both within and outside of the local community.

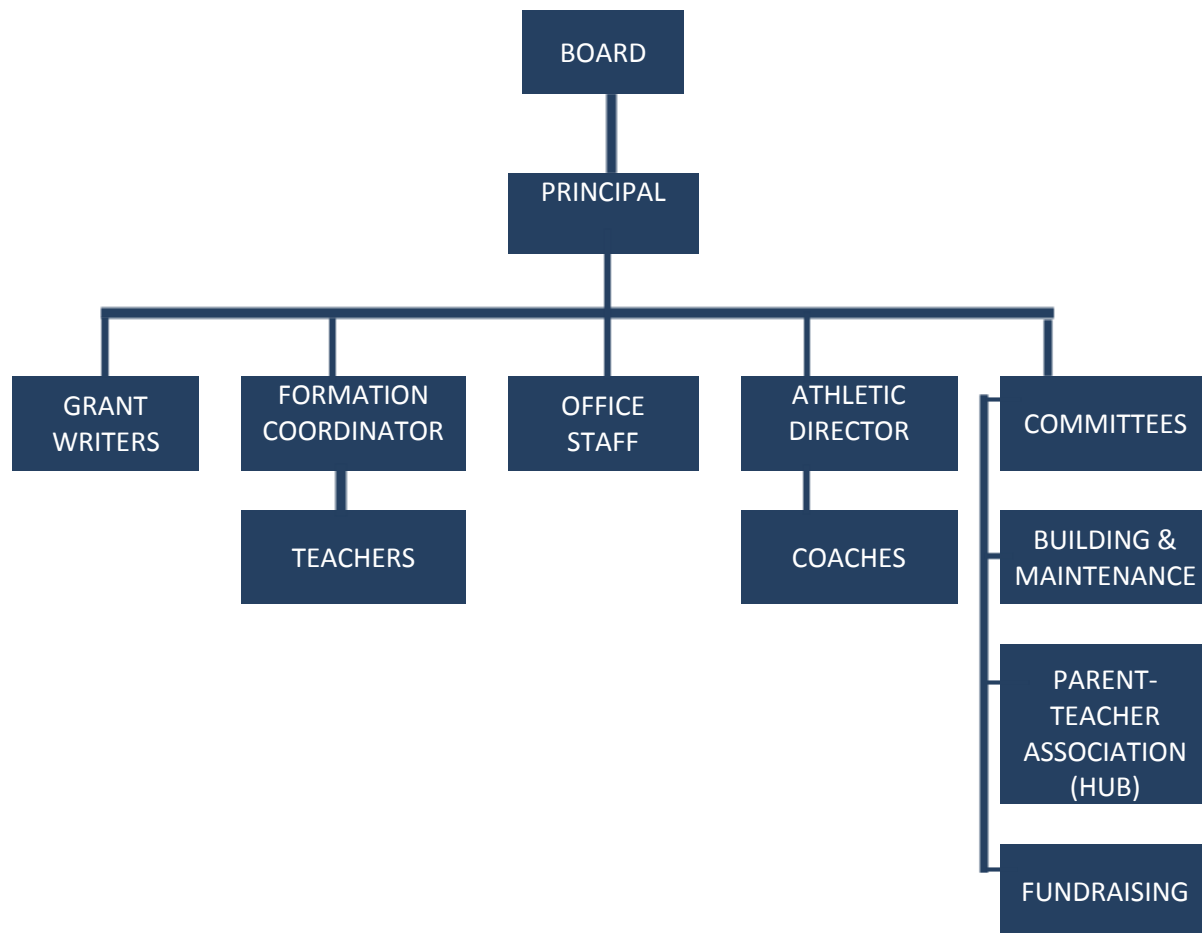
**C. Formation Coordinator, Special Events Coordinator**

The Formation Coordinator's mission is to assist the Principal in establishing an environment that will enable students to grow spiritually, humanly and apostolically. The Formation Coordinator works directly with the faculty to assist them in achieving excellence in their mission to provide students with a thorough integral formation. In addition, as the Special Events Coordinator she is responsible for taking care of the details for in- school events, asking for assistance from parents, grandparents and friends of Summit Academy.



### **Lines of Communication within Summit Academy**

These lines of communication were established to assist all members of the Summit Academy family in their efforts as they seek to propose and implement new ideas, solve problems effectively and maintain an atmosphere of charity and prudence within the school.



### ***IV. INTELLECTUAL FORMATION***

Summit Academy sets high, yet attainable, academic expectations for its students. Not only is solid intellectual formation an important part of the integral development of a person, it is essential to forming great leaders.

As a result of studies in the core academic subjects of theology, English, mathematics, science, history and geography, as well as through other academic and co-curricular activities, a graduate of Summit Academy should acquire:

- wealth of knowledge in general culture and the particular disciplines; an understanding of the roots and underpinnings of her own national culture, history and western ideals; a firm grounding in math and the sciences, and in the scientific method.
- An ability to think, speak and write clearly, coherently, precisely, attractively and persuasively.
- Superior thinking, reasoning and communicating skills which are built upon a keen sense of perception and a sharp memory.
- A capacity for reflection and imagination, as well as those technological and inquiry skills intrinsic to the exact and social sciences.
- A critical mind that can tell right from wrong, fact from fiction, truth from opinion.
- Experience and ease in public speaking, debate, and declamation.
- Habits and dispositions essential for ongoing intellectual formation after graduation -- including study habits, concentration, critical thinking, perseverance, and a desire to produce high-quality work

### **Academic Expectations**

Summit Academy has demanding academic requirements at every grade level. Students who pursue their studies with diligence will succeed in acquiring a wide breadth of knowledge. In order for students to make the most of their school years, each student is encouraged to pay careful attention in class and complete all written homework. Additional study and review of class materials each evening will benefit students in their test preparation and help them achieve their maximum academic potential.

If a student earns an insufficient grade (lower than C-) for an individual class, the student and parents will meet with the principal and teacher to determine the best course of action which may include after school tutoring, temporary suspension from after school activities or other interventions as deemed necessary by the principal, teacher and parents.

### **Homework**

Homework is essential if a student is to retain and internalize concepts and knowledge learned in class. For this reason, each student is expected to spend a sufficient length of time each night to complete assigned homework and to prepare the assignment for presentation in a neat and orderly manner. Homework that is torn or sloppy will not be accepted. Incomplete homework assignments will have a negative impact on a student's grades. Homework should be completed at home and not upon arrival at school or during the student's lunch break.

Teachers assign homework daily so that the student can master concepts and skills taught in the classroom. The amount of homework varies, depending on the course

and grade level. Specific questions regarding homework requirements should be directed to the student's teacher. Parents can help their children create a neat and orderly study environment at home by providing a desk or table in a well-lit, quiet area free from distractions.

### **Homeschoolers**

High school students who are being homeschooled may only participate in Summit Academy sports if they enroll in at least the following classes at the Academy: theology, math, and humanities. In addition, each student will pay the usual sports fees assigned by the Academy.



### **Grading Standards**

Academic grades are a measure of the student's level of competency, sufficiency or knowledge in a particular area and should reasonably reflect the student's understanding of the subject matter being assessed.

Grades will be administered as follows:

#### **Pre-Kindergarten:**

M= Most of the Time

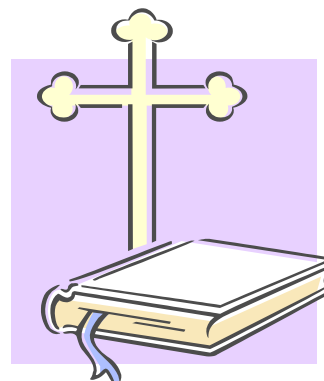
S= Sometimes

N=Not Yet

N/A= Not Applicable

#### **Kindergarten:**

- E     Excellent
- V     Very Good
- S     Satisfactory
- N     Needs Improvement
- U     Unsatisfactory



<b>Excellent</b>	<b>Very Good</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and is working above grade level in the content area.	The student meets or exceeds grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at or above grade level in the content area.	The student meets grade level expectations and demonstrates a basic understanding of the content area. The student usually applies or demonstrates the skills or behaviors expected and is working at grade level in the content area	The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level in the content area.	The student does not meet grade level expectations and is having considerable difficulty understanding the content area. The student consistently works below grade level and is unable to demonstrate the skills or behaviors expected in the content area.

**First through Twelfth Grade (grade + GPA used in grades 9-12):**

A+	97-100	4.0	C+	77-79	2.33
A	93-96	4.0	C	73-76	2.0
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.67	D-	60-62	0.67
			F	Below 60	

**Weighting Grade Formula for 7<sup>th</sup>-12<sup>th</sup> Grade**

10%	attitude/preparedness/decorum
50%	homework assignments
20%	quizzes/tests
20%	semester final

**Honor Roll**

Any student who maintains a minimum "A-" (no B's or below at any quarter) in every class throughout the year will be a recipient of the "A" Honor Roll Award. Students who maintain a minimum "B-" (no grade below a B at the end of any quarter) in every class throughout the year will receive an award for "A/B" Honor Roll.

## Grades K-12 Rubric for Effort

Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory
The student consistently exerts outstanding effort in daily classroom work, homework and assessments. The student maintains a positive attitude and always exerts his/her best efforts. The student works hard and completes all tasks well in a timely manner.	The student nearly always exerts outstanding effort in daily classroom work, homework and assessments. The student generally maintains a positive attitude and exerts his/her best efforts most of the time. The student works hard and is persistent in completing tasks.	The student nearly always exerts satisfactory effort in daily classroom work, homework and assessments. The student usually exerts satisfactory effort to complete tasks. The student usually maintains a positive attitude. The student works hard and is persistent in completing tasks.	The student inconsistently exerts effort in completing daily classroom work, homework and assessments. The student sometimes exerts effort and maintains a positive attitude. The student persists to complete tasks.	The student rarely exerts effort in daily classroom work, homework and assessments.

### **Communication with Parents/Students regarding academic progress**

1. Mid-term reports (sent out in middle of each 9 week quarter)
2. Report Cards (sent out at the end of every 9 week quarter)
3. Parent-teacher conferences (scheduled for both the 1<sup>st</sup> & 3<sup>rd</sup> quarter, approximately one week after the end of the quarter)
4. Additional communication
  - a. As an expression for the school's concern for the student's academic performance, teachers will endeavor to advise parents when a student's grade has dropped below a C- level at any time during the quarter.
  - b. All Parents are welcome to meet with their child's teacher at other times by appointment through the office.

### **Academic Honesty**

Each student is expected to maintain a high level of integrity and honesty in schoolwork. The handing in of tests or other assignments as one's own which have been done by another student or other person, or with answers taken from another student, *violates academic honesty* and is strictly forbidden. Plagiarism (copying or taking words, concepts, or ideas from another source, including the Internet without citation) is a serious violation of academic honesty in a written or oral composition. Students who *intentionally* violate Summit Academy standards of academic honesty



may be given a zero on the assignment as well as be subject to further disciplinary action *at the discretion of the Principal*.

### **Graduation requirements**

The table on this page explains the requirements Summit Academy expects of its graduating 12<sup>th</sup> graders. The Academy believes to fulfill this rigorous schedule will prepare student graduates for any vocation God is calling them to. With this complete program, student leaders can be confident they will be able to move forward into their future successfully.

Graduation Requirements of Summit Academy						Idaho State
Subject:	Number of Credits* Required					Credits Required
	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade	Total	Total
Theology	2	2	2	2	8	0
Humanities English/History	2	2	2	2	8	8
Mathematics	2	2	2	2	8	6
Science	2	2	2	2	8	6 (4 lab)
Social Science Economics Accounting			2	2	4	4
Latin Grammar	2	2			4	1
Fine Arts PE/Health	2	2			4**	3
Electives	2	2	4	4	12	17
<b>Total</b>					<b>56</b>	<b>46</b>

\* One credit hour equals one full-time semester class.

\*\* Note: These classes are required for graduation BUT are not automatically scheduled in. It is up to the student to enroll in these classes before graduation.

## ***V. HUMAN FORMATION***

Human formation pertains to the psychological, social, and physiological aspects of the person. It involves character formation and learning to live one's life in ways that most dignify human nature. This involves the formation of a disciplined will,

learning to be master of oneself, acquiring virtue, as well as the development of the conscience and adherence to moral principles and values.

Character is at the core of authentic *leadership*. Character is what enables the student and allows one to master oneself so as to be faithful to personal convictions. This process involves assisting students to grow in virtue, self-confidence, and leadership skills while building personal convictions based in truth.

Human formation cultivates a person's sensibility to what is good, just, and beautiful, recognizing the harmony of creation in relation to man, nature, and society. It also includes social etiquette, personal hygiene, manners, and appreciation for the arts and physical fitness, resulting in a healthy mind in a healthy body.

### **Virtue Campaigns**

Throughout the year, there will be monthly "virtue campaigns" with the goal of helping students to know, value, and practice Christian virtues in a constant, firm, and committed way. These virtues will be presented and explained so as to challenge students to demonstrate their acquisition of these virtues in their daily lives. Parents are encouraged to review any materials sent home by the school and actively participate in all virtue campaigns with the recommended 'at-home' activities.

### **Formative Discipline**

A disciplined environment is essential for the school to achieve its education and formation goals. Consistent with its emphasis on the integral formation of the student, the school's approach to discipline is formative.

Formative discipline is not discipline based solely on justice, which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively motivate students, guiding them to choose what is good and just. Formative discipline does not impose expectations and rules on the student, but motivates the student to value and internalize these expectations, virtues, proper habits, and principles of life. Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others. Formative discipline takes more time and effort than simple punitive discipline, and formative discipline requires cooperation between parents and the school. Formative discipline requires dedication, on-going motivation, and commitment to the student. The principal is responsible for maintaining overall discipline within the school; teachers are directly responsible for the discipline and management within the classroom.

### **Expected Student Conduct**

Summit Academy holds Jesus Christ as the ideal and model. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. Summit Academy *expects* students will exhibit concern and charity in their dealings with other members of the school community (fellow students, teachers, administrators, and all other workers, guests, and visitors to the school). Summit Academy faculty and staff may counsel and correct a student when

appropriate at any place in the school or when participating in any activity connected in any way to Summit Academy.

The essential behavioral expectation for our students is that they will conduct themselves in a mature and dignified manner at all times, as follows:

- Students are expected to conduct themselves in a dignified and respectful manner in all situations and in all places during the school day & when participating in extracurricular school activities or any activity representing Summit Academy.
- Students will arrive to school in the appropriate full uniform, which is clean and pressed, and will also wear their full uniform when participating in extracurricular activities as a dignified representative of Summit Academy.
- Students are at their desks with all books and materials ready and prepared for class before the bell rings.
- The class is to *stand and greet* an adult each time a guest enters the classroom, unless directed otherwise by the teacher.
- When the student has a question to bring to the class, he/she should raise one hand and wait until the teacher asks her/him to speak.
- Students will keep classrooms and personal belongings clean and well ordered. At the end of the day, the student is responsible for cleaning and straightening around his/her desk area as well as performing other housekeeping tasks as designated by the teacher.
- Students are expected to greet school faculty and staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- Students will respect one another as they would want to be respected.
- Food and beverages are to be consumed only in designated areas. Chewing gum is not allowed on the premises.
- The student must obtain permission from the teacher before leaving the classroom at any time.
- Students are expected to play with a high degree of sportsmanship during recess or organized sports activities.
- The growth in virtue and maturity each student pursues at Summit Academy cannot be limited to on-campus behavior. At all times, whether on campus or off, the student's conduct should reflect his or her principles and those of the school. Summit Academy expects students to exhibit personal integrity in their actions at all times.
- Should a student miss a class or a school day for any reason, it is the responsibility of the student to find out what work they missed and to turn in all assignments within the allotted time given by each teacher.

### **Disciplinary Action**

Discipline, like the word disciple, comes from the Latin word *discipulus*, which means learner. Thus, the purpose of discipline, properly understood, is to teach. The discipline policies of Summit Academy, therefore, will be for the sake of forming in its students the habits of self-discipline, which are so essential for the genuine growth in character and sanctity.

While there are in fact established disciplinary measures to handle infractions, we see our disciplinary purpose to foster some real good rather than solely being a tool of correction. This is simply, known as the preventative method, which was implemented by St. John Bosco. This method, makes the rules known, and then insures that they are kept. But, instead of obedience-based fear, it sees the rule-keeping, based on charity, that is, by an assistance, which is constant, careful, judicious, reasonable, and religious. This assistance allows the student to best fulfill the rules of Summit Academy. It is based upon a relationship of charity similar to the relationship of a father to his children.

To understand the preventive method of St. John Bosco, which he refers to as the conquest of the heart, let us quote St. John Bosco himself:

*“Reason and religion are the springs of my method of education. An educator should realize that all these lads, or nearly all, are smart enough to sense the good done to them and are innately, upon charity, open to sentiments of gratitude. With God’s help, we must strive in their hearts a chord of gratitude, which we owe God in return for the benefits He so generously showers upon us. We must do our best to convince these children through simple reasoning that gratitude to God means, concretely, carrying out His Will and obeying His commandments, especially those which stress observance of the duties of our state of life. Believe me, if our efforts succeed, we have accomplished the greater part of our educational task.”*

However, with the above in mind, and because of concupiscence, the following disciplinary measures have been implemented at Summit Academy.

**In Class Detention:** At the teacher’s discretion, he or she may keep a child in at break time or lunch time for a violation of school policy or for the behavior that is not consistent with, the mission of the school. Examples of such infractions include, but are not limited to the following: Uniform and dress code violations, chewing gum, being tardy for school or class, talking out of turn or disrupting class, littering, passing notes, or being unprepared for class, etc. Detentions will be served during the morning break period on the day following the infraction.

**Morning Detention:** Students who are tardy three or more times during a quarter will serve morning detention. Morning detention is Tuesdays from 7:30 to 8:15 a.m. for the previous week’s infractions.

**After School Detention:** Detention for repeated offenses or more serious infractions on Tuesdays from 7:30. – 8:15 a.m. or on Thursdays after school from 3:15 – 4:00 p.m.

**Suspension:** A suspension is for serious offense that clearly contrary to the mission of Summit Academy. The purpose of a suspension is to remove a student from the school community in order to communicate clearly the seriousness of the matter. Offenses include, but are not limited to, the following: being defiant of authority, skipping class, consistent detention, cheating, fighting, vandalism or destruction of school property, immoral or inappropriate behavior either on or off campus, etc. Suspensions are usually one to three days, but can be longer for more serious infractions.

**Expulsion:** An expulsion can occur for both on campus and off campus behavior. A student may be expelled immediately or recommended for the withdrawal by the principal for brazen misconduct or a willful contempt for basic rules and expectations. A lack of cooperation on the part of the parents with school norms or principles may also be grounds for dismissal of the student. As justice demands, all circumstances will be considered. However, the decisions of the Principal when confirmed by the Board of Directors will be final.

### **Tobacco, Drugs, Alcohol and Weapons**

Possession of cigarettes, chewing tobacco, cigars, pipes, alcohol, drugs, firearms, knives or other weapons by a student is prohibited. Violation of this policy by a student is considered a major offense and *is punishable by suspension or expulsion*. Students are not allowed to possess, carry, control or store these items on campus, in their cars or lockers or off campus when the student is participating in, or present during, any school activity. A student suspected of possessing, carrying, controlling or storing any prohibited item or suspected of being under the influence of, or having used, cigarettes, chewing tobacco, cigars, alcohol or drugs must cooperate with the school administration when confronted, answer questions and submit to searches of their locker, belongings and/or car. The School administration periodically searches lockers in order to enforce the School's policy and to promote the well-being of all Summit Academy students and a wholesome learning environment. Students violating this policy will be dealt with on an individual basis. Parents and students are advised that the school may have an obligation imposed by statute to report certain activities constituting a violation of this policy to appropriate law enforcement authorities.

### **General Uniform Guidelines**

The following guidelines have been established in order to help the students during these critical years of formation to focus on forming their interior person. Recognizing that appearance does matter in our life as apostles, we strive to help students find balance in learning how to *enhance* their natural beauty without drawing excessive attention to it.

### **Dress Code**

The school's dress code contributes in a very important way to the overall sense of unity as a school community, and as such, school uniforms are required for all students. The dress code enhances the learning atmosphere, adds a sense of pride and reduces negative competition among the students. Summit Academy students are

expected to wear their uniforms in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full appropriate regular uniform each day, from the time they arrive on campus until they leave. Students not in proper uniform will be dealt with on an individual basis using the principles of Love & Logic Discipline. Dress uniforms are worn on Mass days, Holy Days, some feast days and other days as designated on the school calendar. Please take note of dress days and P.E. days and have your child prepared.

**Dress Code for all School Events (dinners, lectures, etc.):** Following the common sense code of Christian modesty, Summit Academy requires dress to be within certain parameters at all school events when uniforms are not worn. We reserve the right to ask a student to leave a function should he or she arrive not having followed the code below. If there is a question, please ask ahead of time or bring an alternative item. Parents are also asked to respect this code during, such events, as they are examples to all our students. Modesty standards for ladies are the same as those adopted by Pure Fashion and can be viewed on line at [www.purefashion.com](http://www.purefashion.com). Once you locate the website then click on the tab for “modesty guidelines” at the top of the page.

Boys are to wear dress pants that fit properly with a belt and are in good condition, polished dress shoes, and a button down dress shirt.

Girls are to wear a skirt (no higher in length than the knee) or a dress that fits properly. Blouses must have sleeves, at least cap length and must not be low-cut.

**Special Dress Days:** Upon occasion, the Principal may allow for a special dress day. Such a day is usually reserved as a student fundraising opportunity for the Student Council and may require a small donation. On these occasions, students need to be dressed in a manner consistent with modesty and follow any guidelines laid out by the Principal for the occasion.

All clothing must be modest and without any offensive or suggestive wording, including, references to drugs, alcohol or musical groups.

Clothes ought to be clean, properly fitting, not reveal undergarments or midsections. Dresses and tops are to have sleeves.

Jeans are permitted for boys and girls on dress-down days.

**Incomplete, Lost, or Missing Uniforms:**

- Circumstances may arise that make wearing the school uniform impossible. A written note from the parent or guardian explaining the situation must be given to the child’s teacher before school starts.

- Parents are responsible for replacing any lost pieces of the uniform. All uniform pieces should be clearly labeled with the student's name.

#### **Cosmetics and Jewelry:**

- Make-up may be worn in moderation only by female students in grades 9 and up. Only **light** foundation, mascara, blush, clear lip gloss and clear fingernail polish are permitted. All application of make-up should be minimal and not a means of drawing attention to oneself. Discretion is left to the administration.
- Only clear colored nail polish is permitted for females in all grades.
- **Only** the following jewelry may be worn: a watch, a single necklace, chain or scapular, a single pair of dime-size or smaller earrings (for girls only), and a small ring.
- No other body piercing is allowed for girls or boys.

#### **Tattoos:**

- No visible tattoos are permitted.
- No writing with pens and markers on hands, arms, legs, etc.

#### **Hair:**

- Hair must always be neat and combed.
- Unusual or "trendy" hairstyles are not permitted. The school is the final judge of the suitability of grooming.
- Hair is to be a natural color.
- Boys' hair should be cut to a length so as not to exceed the eyebrows. It must be above the shirt collar, and above the top of the ears.
- Girls may wear simple hair accessories that match the colors of the uniform.
- Boys should be clean-shaven.

#### **Hats:**

- Due to the respectful environment we wish to foster, hats are to be removed before entering the school building.

#### **General Appearance:**

- Shirts should be tucked in at all times.
- **Uniforms that are torn or damaged should be mended as soon as possible. If an item cannot be mended without altering its appearance, the item should be replaced as soon as possible.**
- No long-sleeve shirts should be worn under short-sleeve uniform shirts.
- Camisoles should be tucked into the skirt and should not extend beyond the bottom of the blouse.
- During the winter or on any cold day, the students may wear a Summit Academy uniform sweater inside the building. In addition, students may

wear a solid navy blue or black jacket. Jackets are defined as outwear that have no hood, no logos, no parkas, should not create noise when the person walks, and can have a zipper or button front.

**Uniform Specification by Grade**

Uniform pieces marked with an \* must be purchased from:

Dennis Uniform Manufacturing Co.  
[www.dennisuniform.com](http://www.dennisuniform.com)  
800-854-6951  
Our school code: ZSS072

Schoolbelles  
<http://www.schoolbelles.com>  
888-637-3037  
Our school code: S2548

**Grammar Stage - Pre-K - 4th grade**  
(colors: plaid, burgundy, navy, white)

**Girls Pre-K - 2nd:**

regular day- Marymount plaid shift from Dennis, white polo, privacy shorts (dark, solid color), white ankle socks or navy knee-high socks

dress day- Marymount plaid shift from Dennis, white peter pan blouse, wine cardigan, navy cross tie, privacy shorts (dark, solid color), navy knee high socks

shoes - black Mary Jane shoes only



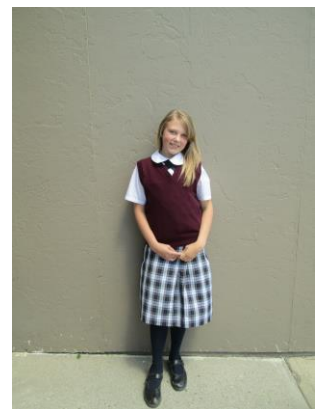
Girls Pre-K – 2<sup>nd</sup> dress uniform shown above.

**Girls 3rd & 4th:**

regular day -Marymount plaid skort from Dennis, white polo, wine vest/sweater, white ankle socks or navy knee-high socks

dress day - Marymount plaid skort from Dennis, white peter pan blouse, wine sweater/vest, navy cross tie, navy knee high socks

shoes - black Mary Jane shoes only



Girls 3<sup>rd</sup> – 4<sup>th</sup> dress uniform shown above.



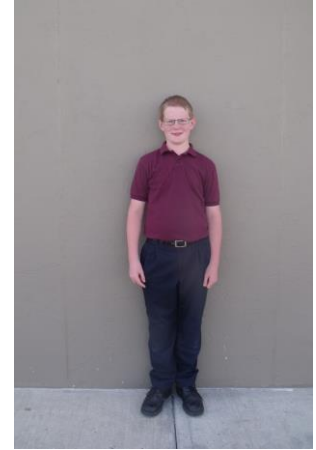
**Boys Pre-K - 4th:**

regular day - wine polo, navy pants, black belt, black or navy socks

dress day - white button-up shirt, navy tie, wine sweater/vest, navy pants, black belt, black or navy socks

shoes - black dress shoes

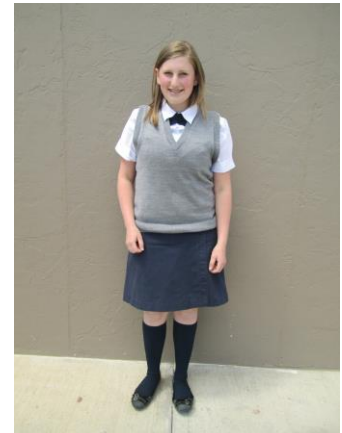
Boys Pre-K – 6<sup>th</sup> grade dress uniform (left) and regular uniform (right) shown here.

**Logic Stage - 5th - 8th grade**  
(colors: gray, navy, white)**Girls 5th - 8th:**

regular day - navy skort from Dennis, white polo, gray sweater/vest, white ankle socks or navy knee-high socks

dress day - navy skort from Dennis, white button-up blouse (pointy collar), gray sweater/vest, navy cross tie, navy knee-high socks

shoes - black Mary Janes or black penny loafers (max. 1" heel)



Girls 5<sup>th</sup>-8<sup>th</sup> dress uniform shown above.

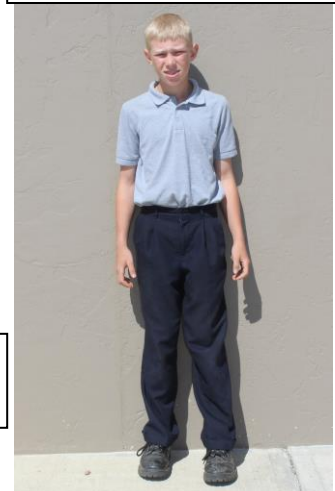
**Boys 5th - 8th:**

regular day - gray polo, navy pants, black belt, black or navy socks

dress day - white button-up shirt, navy tie, gray sweater/vest, navy pants, black belt, black or navy socks

shoes - black dress shoes

Boys 5<sup>th</sup>-8<sup>th</sup> regular uniform shown here.



**Rhetoric Stage - 9th - 12th grade**  
(colors: navy, gray, white)

**Girls 9th - 12th:**

regular day - gray skirt (made by seamstress), white polo, navy sweater/vest, navy knee-highs, privacy shorts (dark solid color)

dress day - gray skirt, white button-up blouse (pointy collar), navy sweater/vest, navy cross tie, navy knee-highs, privacy shorts (dark solid color)

shoes - black Mary Janes or penny loafers (max. 2" heel)



Girls 9<sup>th</sup>-12<sup>th</sup> dress uniform shown here.

**Boys 9th - 12th:**

regular day - navy polo, gray pants from Dennis, black belt, black or navy socks

dress day - white button-up shirt, navy tie, navy sweater/vest, gray pants from Dennis, black belt, black or navy socks

shoes - black dress shoes



Boys 9<sup>th</sup>-12<sup>th</sup> dress uniform (left) and regular uniform (right) shown here.

**Additional information for uniforms**

**Girls Polo Shirts**

Girls may choose the unisex style or the polo made specifically for girls (smaller sleeve and fitted at the waist.)

**Boys and Girls Dress Shirts**

The white button-up shirts for dress days can be long sleeve, mid-length, or short sleeve. A long sleeve sweater or shoulder width vest will be worn over the dress shirt at all times.

**Shoes**

The uniform shoes are a style rather than a specific shoe. When in doubt, do not wear the shoe until uniform committee confirms that it is an acceptable uniform shoe.

Girls Pre K- 4<sup>th</sup> grade: Black Mary Jane style shoe.

Girls 5-8<sup>th</sup> grade: Black Mary Jane style shoe or Penny Loafer with no more than 1" heal.

Girls 9<sup>th</sup> – 12<sup>th</sup> grade: Black Mary Jane style or Penny Loafer style with no more than 2" heal.

Boys Pre K – High School: Polished, black, dress shoe or walking shoe. Must be solid black (including soles), a leather look (no cloth or mesh), smooth sides (no stripes or logos), no basketball or tennis shoes.

**PE Uniforms**

All students in grades 3-12 will wear PE clothes if they are in a PE class.

Both girls and boys will wear:

Navy blue shorts (no logos or designs) ), no tight fitting or "bike" shorts

Navy blue sweat pants (no logos or designs) may be worn in cooler weather

Burgundy Summit t-shirt must be purchased from the school office

Athletic socks and athletic shoes, any color.

**Student Protocol Regarding Extracurricular Programs**

Extracurricular programs and activities are defined as all programs that are offered through the school and take place outside of regular school hours. These include, but are not limited to, athletics, drama and Knowledge Bowl. These activities serve as excellent means of formation, promoting physical and mental health, developing charity and cooperation with others, strengthening the will, developing habits of endurance, perseverance, diligence, and hard work, all of which are required to achieve goals and attain human maturity. Eligibility is determined by the individual requirements of the program. Participants in extracurricular activities will be bound by the norms outlined in this parent/student handbook in section V & VIII governing conduct, discipline, tobacco, drugs, alcohol, weapons and use of prohibited items. Any adult in charge of or chaperoning any extracurricular activity, whether staff or volunteer, must also conform to these norms and is required to inform and hold accountable those students in their charge. All students and parents will be required to sign an acceptance of these terms and conditions prior to participation in any extracurricular activity.

All participants in Summit Academy extracurricular activities will be expected to ride the team bus, both to and from events, unless the coach and/or bus driver has received oral or written permission from the parents for the students to ride with another adult. Students on the team playing in the event should wear the school dress uniform to and from the event.

Parents and students are encouraged to attend school team games and competitions. All Summit Academy students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. We do not cheer against anyone, but for Summit! School spirit in the stands should be positive and uplifting for all present. **Fans from other schools are our guests and are to be so treated.** Negative speech or abusive behavior regarding other players, referees, and coaches will not be tolerated.

### **Extracurricular Athletics**

Athletics are an important part of a student's human formation at Summit Academy. Athletics are a means to form the will, channel the passions, exercise teamwork, and respect and obey the authority reflected in the coaches, game rules, and referees. Athletics provide the opportunity to exercise the Christian virtues of charity, obedience, patience, fortitude, and humility. Human virtues, such as punctuality, order, discipline, honesty, and self-denial, are developed through healthy athletic participation.

The extracurricular athletic program aims to:

1. Promote the integral formation of students through their participation in a safe, high-quality athletic program.
2. Foster virtue, teamwork, athletic skills and ability, and wholesome psychological development for all students.
3. Ensure that the healthy competition and entertainment of sports are maintained at a high standard of Christian conduct.

Summit Academy offers athletic opportunities in the sports of basketball for boys and girls and volleyball for girls. Other sports may be offered depending on interest, availability of coaches and adequate numbers to form a team. Team selection is the sole responsibility of the coaches of each sport, as are team lineups, playing time, and substitutions. Summit Academy athletes are expected to commit their time and talents to the team. Transportation to all practices is the responsibility of the athletes and their parents.

***All for the Glory of God!***



## ***VI. SPIRITUAL FORMATION***

Integral formation or the formation of all aspects of the human person aims to help each student fulfill the mission for which he/she was created, developing a personal and intimate relationship with Jesus Christ. Christ becomes the ultimate motive for all the student's choices and actions. The student's intellectual and human growth moves closer to perfection through God's grace and the student's spiritual efforts. Spiritual formation is an ongoing process of conversion. The goal of the spiritual formation program is to help each student develop an authentic spiritual life.

### **Attendance at Mass**

Throughout the year, students participate in weekly Celebration of the Eucharist. When a school Mass is scheduled, all students will sit in their designated pews with their teachers. We encourage frequent daily Mass attendance as well as frequent reception of the Holy Eucharist and the Sacrament of Reconciliation to help the students grow in their life of grace and in their love for Christ and His Church.

### **First Friday Adoration**

Students and staff participate in Adoration of the Blessed Sacrament every First Friday of the month at 8:20 a.m. Students should arrive at the church by 8:15 a.m. and sit with their teacher in their designated pews. The rosary is prayed as a group and then time will be allowed for personal prayer, reflection and adoration.

### **Retreats**

Retreats provide an opportunity to spend quiet time with Christ to strengthen one's relationship with God and neighbor. This privilege and responsibility lies at the core of our school's formation program. These retreats are part of our school curriculum and are conducted 2 times a year. Every student in 5<sup>th</sup> through 12<sup>th</sup> grade will be participating in these retreats. In addition to school retreats, 6<sup>th</sup> through 12<sup>th</sup> grade students will be notified of opportunities to attend regional retreats during the year. Details on these retreats will be sent home in advance.

### **The Liturgical Year**

Summit Academy follows the liturgical calendar within the Church, paying special attention to Advent, Christmas, Lent, Holy Week, and Easter and Holy Days. The liturgical traditions and special events at the school aim to continually cultivate the school community's love for Christ and His Church.

### **School Prayer**

Prayer is the heart of Christian life and our living relationship with Christ. To help students learn how to pray and to instill the desire to pray in their hearts, students participate in the active daily prayer life of the school. The school day begins with vocal prayer with the whole school and also within their individual classes throughout the day as well as at the end of the day. Faculty and staff also meet each

morning before school to pray together the abbreviated Divine Office. Parents and students are always welcome to join them each morning if they would like.

## **Prayers**

### **Morning Prayers:**

#### **The Sign of the Cross**

*Innomine Patris, et Filii, et Spiritus Sancti, Amen*

#### **Lord Jesus**

Lord Jesus, I give you my hands to do your work,  
I give you my feet to follow your path,  
I give you my eyes to see as you see,  
I give you my tongue to speak your words,  
I give you my mind so that you will think through me,  
I give you my soul so that you will pray through me.  
Above all, I give you my heart so that you will love the Father and all people through me.  
I give you all I am so that you will increase in me, so that you, Christ, will live, work, and pray through me. Amen.

#### **Prayer to Invoke the Holy Spirit** *(also to be said after each recess break and at the beginning of all high school classes):*

Leader: Come, Holy Spirit

Response: Fill the hearts of Your faithful and kindle in them with the fire of Your love.

Leader: Send forth Your Spirit and they shall be created.

Response: And You will renew the face of the earth.

Leader: Let us pray: Lord, by the light of the Holy Spirit, you have taught the hearts of the faithful. In that same Spirit, help us to relish what is right and always rejoice in his consolation. We ask this through Christ our Lord.

Response: Amen.

Leader: We will offer our prayers for the intention of \_\_\_\_\_

#### **Pater Noster (Our Father)**

*PATER noster, qui es in caelis, sanctificetur nomen tuum. Adveniat regnum tuum. Fiat voluntas tua, sicut in caelo et in terra. Panem nostrum quotidianum da nobis hodie, et dimitte nobis debita nostra sicut et nos dimittimus debitoribus nostris. Et ne nos inducas in tentationem, sed libera nos a malo. Amen.*

Ave Maria (Hail Mary)

*Ave Maria, gratia plena, Dominus tecum. Benedicta tu in mulieribus, et benedictus fructus ventris tui, Iesus. Sancta Maria, Mater Dei, ora pro nobis peccatoribus, nunc, et in hora mortis nostrae. Amen.*

Gloria Patri (Glory Be)

*Gloria Patri, et Filio, et Spiritui Sancto. Sicut erat in principio, et nunc, et semper, et in saecula saeculorum. Amen.*

**Mid-day Prayers:**

**The Angelus:**

Leader: The Angel of the Lord declared unto Mary.

Response: And she conceived of the Holy Spirit.

Leader: Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus.

Response: Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

Leader: Behold the handmaid of the Lord.

Response: Be it done unto me according to thy word.

Leader: Hail, Mary...

Response: Holy

Leader: And the Word was made flesh.

Response: And dwelt among us.

Leader: Hail, Mary...

Response: Holy Mary...

Leader: Pray for us, O holy Mother of God.

Response: That we may be made worthy of the promises of Christ.

Leader: Let us pray

Response: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Glory Be (three times)

**Regina Caeli** (*to be said instead of the Angelus during the Easter season*):

Leader: Queen of Heaven, rejoice, alleluia.

Response: The Son whom you merited to bear, alleluia,

Leader: He has risen as He said, alleluia.

Response: Pray to God for us, alleluia.

Leader: Rejoice and be glad, O Virgin Mary, alleluia!

Response: For the Lord has truly risen, alleluia

Let us pray:

O God, who through the resurrection of your Son, our Lord Jesus Christ, did vouchsafe to give joy to the world; grant, we beseech you, that through his Mother, the Virgin Mary, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

Glory Be (three time)

**Prayers Before Meals:**

Our Father, who art in heaven...

Bless us, O Lord, and these thy gifts, which we are about to receive, from thy bounty. Through Christ our Lord. Amen.

**Prayers After Meals:**

We give you thanks for all your gifts, almighty God, living and reigning now and forever. Amen.

May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

**End of the day Prayers:**

The Sign of the Cross

*Innomine Patris, et Filii, et Spiritus Sancti, Amen*

Brief Examination of Conscience in silence.

Act of Contrition

*O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, Who art all-good and deserving of all my love. I firmly resolve, with the help of Thy grace, to sin no more and to avoid the near occasions of sin. Amen.*

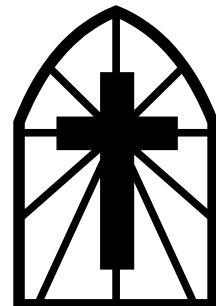
Leader: We give you thanks for all your gifts, almighty God, living and reigning now and forever.

Response: Amen.

Leader: Christ our King!

Response: Thy Kingdom Come!

In the name of the Father, and of the Son, and of the Holy Spirit.  
Amen.





## ***VII. APOSTOLIC FORMATION***

Summit Academy considers the apostolic life of the student to be the most evident result of the student's integral formation and relationship with God. Apostolic formation enables the students to go into society to serve as Christian leaders and apostles, actively responding to the needs of the Church and humanity, creating a civilization of justice and love. The objective of apostolic formation is to develop in our students the heart of an apostle, a heart sensitive and responsive to the physical, emotional, and spiritual needs of others. The apostolic formation program involves the students in concrete works of charity within the school and the community to help meet those needs.

Students in all grade levels will be participating in service projects throughout the year. Each quarter apostolic projects appropriate to each grade level will be organized to allow students an opportunity to grow in their apostolic formation. There is a *requirement* of 10 service hours per semester for all 9<sup>th</sup> through 12<sup>th</sup> grade students to occur outside school hours. Apostolic hours must be approved by the Formation Coordinator. Students are highly encouraged to volunteer for service opportunities within the local parish.

## ***VIII. STUDENT LIFE***

### ***Awards***

#### ***Honor Roll***

- For those students earning an A- average (90% or 3.5 GPA or higher)

#### ***Perfect attendance***

- Awarded to those students with zero absences at the end of each quarter

### ***Senior Graduation awards***

- ***Patriot Award***  
Given to the student who puts the most effort into their work; the hardest worker.
- ***Congeniality Award***  
Given to the student with the most pleasant personality consistently.
- ***Excelsior Award***  
Summit Academy's highest award and greatest honor.  
Given to the student who exhibits the greatest overall formation in all areas: human, apostolic, spiritual and intellectual.

### **Student Government**

The student government represents the student branch of Summit Academy and is entrusted with carrying out the mission of Summit Academy amongst their peers. Officers are elected by their student peers.

- President, Vice-President, Secretary/Treasurer, and two Spirit Leaders
- Class representative from each class grades 9-12; 1 class rep. from 7/8 combined class
- Meet at least monthly
- Suggestions for activities must be approved by the administration

### **Daily Attendance**

Regular and punctual attendance at school is essential to achieve the school's goals. Summit Academy recognizes, however, there may be circumstances when absence from school is unavoidable. Absences for illness, emergencies, or other special situations qualify as excused absences. In case of absence due to illness or emergency, a parent or guardian should notify the front office via email or phone @ (208) 962-5650 before 8:30AM. A note should be sent with the student when the student returns to school. Requests for necessary extended absences will be considered on an individual basis and will be decided at the discretion of the Principal. Excluding approved extraordinary circumstances, any student who misses more than ten days of school or ten classes in any one subject will receive a failing grade for each missed class.

***An unexcused absence (truancy) from school, from individual classes, or from school activities during the school day is grave misconduct and may result in suspension or expulsion at the discretion of the Principal.***

Summit Academy has a "closed campus" policy. Students may not leave the school campus without permission until the school day has officially ended. Medical and dental appointments should be scheduled outside of school hours whenever possible. Students are required to hand deliver any notice of a planned temporary absence during the school day to the office. The notice should include a designated pick up time and should be delivered to the office at least one day prior to the absence.

Punctuality on the part of the student requires virtue that demonstrates both organization and planning on the part of the student as well as concern and respect for the time and schedules of those around them. As such, students are to be at school between 8:00 and 8:20. School begins promptly at 8:20 a.m. In the unlikely event a student should be tardy, each student will be dealt with on an individual basis using the principles of Teaching with Love and Logic Discipline.

### **Arrival & Dismissal**

Students should not arrive before 8:00 a.m. and are expected to leave school grounds by 3:20 p.m.

For the safety of our students, the following pick-up procedure is to be followed:

1. Dismissal time is 2:55 p.m.
2. Parents of a child who rides with someone other than his or her legal guardian must inform the school of this arrangement. Information stating to whose care the child may be released must be provided with a written permission slip.
3. At 3:20 p.m. the school will be closed to students unless other arrangements have been made.

**Summit Academy will not assume responsibility for any student remaining on the campus after 3:20 p.m. unless under the direct supervision of a coach, advisor or faculty member for a specified activity.**

### **Lunch**

Summit Academy does not have a regular hot lunch program, although hot lunch is provided by the parents every Thursday at a reasonable cost for those who choose to participate. The students must bring a lunch from home on all other days.

### **Parking Lot Use and Students Driving to School**

For safety reasons, all driveways and access lanes must be kept clear for emergency vehicles. A vehicle that is not properly registered, parked incorrectly or parked in an unauthorized location may be towed from the parking lot at the owner's expense.

The sidewalk in front of the school is a no parking zone and is for loading and unloading only. Traffic circles in a counter-clockwise direction, so passengers may unload onto the sidewalk and not be endangered by traffic. The center of the circle is also a no parking zone.

Student parking at Summit Academy is a privilege, not a right. A student may lose this privilege for failure to abide by school policies or for driving in an inappropriate manner while on school grounds. Any student driving with excess speed or carelessness will lose the privilege of driving to school.

The Summit Academy administration reserves the right to search any vehicle in the parking lot. Since Summit Academy has a closed campus, the parking lot and the vehicles in the lot are off limits during the regular school day except with permission from the Principal.

### **Prohibited Items at School & Extracurricular Activities**

Magazines, comics, radios, tape players, CD players, CDs, videocassettes, cell phones, laser pens, electronic games, MP3 players, I Pods, and other similar items that might distract students may not be brought to school or used when participating in or traveling to extracurricular activities. Such items will be confiscated and returned to the student at the end of the day. An exception will be made for an item being used in an academic class at the request of the classroom teacher. A cell phone may only be used with permission and only when absolutely necessary when traveling to and from extracurricular activities. The students should let the appointed adults know they are carrying a cell phone.

### **Cell Phone/Electronics Use**

Use of cell phones or unnecessary electronics will not be tolerated. Usage of electronic devices, such as cell phones, cameras, MP3's and iPods, is extremely distracting during class time. In order to minimize distractions, academic dishonesty, sharing of any inappropriate pictures or information, and theft of electronic devices, cell phone or electronic device usage (including iPods, iTouch, etc.) is prohibited during the school day. "Usage" shall be defined and interpreted as using any cell phone or electronic device function or feature (telephone calls, instant messaging, camera, Internet, music, pictures, etc.). This includes usage in the hallways, restrooms, walkways, offices, gym, fields, or anywhere on the Summit Academy premises. Parents are discouraged from providing cell phones to students, particularly cell phones that have Internet capability. Students who bring a cell phone to school should keep it in their car during the day. Students who choose to use or have a cell phone on their person or in sight will be referred to the Principal for the following action:

1. First Offense – The cell phone will be confiscated and will be returned to the student at the end of the school day.
2. Second Offense – The device will be confiscated and returned only to the parent or legal guardian after a conference with the Principal. The student will no longer be allowed to have the cell phone on school property.

## ***IX. ADMINISTRATIVE PROCEDURES***

### **Office Hours**

Summit Academy may be reached at (208) 962-5650 during the business hours of 8:00 a.m. – 4:00 p.m., Monday through Friday.

### **Admissions**

Summit Academy does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of any of its policies.

The process of admission includes each of the following: applying, testing, interviewing, board review and upon satisfactory results, acceptance as a Summit Academy student! All students that are admitted are subject to a three-month probationary period. On being admitted to the school, each student accepts the responsibility to participate actively in his own education and adhere to the standards of the school.

### **Tuition and Fees Payment**

As stated in the Enrollment Agreement for the payment of tuition, Summit Academy has various payment plans, fees, and tuition policies. Specific questions about payment plans, fees, and tuition policies may be directed to the school's business office.

### **Inclement Weather Notification**

Summit Academy will ordinarily follow the recommendations of the Prairie School District with regard to delayed opening or cancellation of school as a result of inclement weather. Inclement weather information can also be obtained from KORT 92.7 FM radio station in Grangeville, ID.

The school will use the calling tree distributed to the families to notify each Summit family by phone as well.

### **Distribution of Printed Matter**

As Summit Academy is not a public forum, *no person is allowed to distribute any type of printed material on school grounds without the permission of the Principal.*

### **Communication between parents and the school**

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, the school uses the student notebooks, progress reports, report cards, and email as the customary means to inform parents of their student's progress and behavior. The school also issues a weekly "Monday Note" via email with pertinent information regarding other aspects of school life.

Parents with any questions or concerns regarding their child or the school's programs are encouraged to contact the Principal either by e-mail at [hickel@summitacademyid.com](mailto:hickel@summitacademyid.com) or by calling the school to request an appointment.

### **Parent Meetings**

All parents wishing to see a teacher or administrator are advised to phone the office and schedule an appointment, so as to preserve academic time for the students, faculty and administrators. Often, parents wishing an immediate meeting can be accommodated; it is simply necessary to proceed with proper notification to the main office.

### Parent/Teacher Conference

Both home and school environments benefit from parent/teacher communication and collaboration. The school organizes conferences during the days specifically designated for parent/teacher conferences in the school calendar. Parents may also arrange a conference on another day after school hours by contacting the principal.

### Written Communication from the School

Certain communications may require the parents to sign and return the communication to the school. Please return any necessary signed forms to the school as soon as possible to minimize office staff time used to track down this paperwork.

### Notification of telephone/address/e-mail change

The school requires current contact information to ensure the school's ability to send out correspondence or reach the family should there be an emergency. Parents must notify the front office if their address, telephone number, or email address should change during the school year.

### **Visitors**

All parents and school visitors are required to check in at the front office. A forgotten item such as a lunch, PE uniform, book or other item should be left in the front office and will be delivered to the student. Classroom visits by parents or non-enrolled students may be arranged in advance with the prior approval of the Principal.

### **Office Telephone Use**

All parent calls and deliveries intended for students will be handled by the main office. Do not hesitate to call the school to ask questions, set up a conference, or relay a message to any faculty or staff member. *Teachers and students will not be called out of class during the school day except for emergencies.*

The office phone is a business phone and may be used only by the school staff. No student may use the phone during school hours unless he has permission from a teacher. Forgetting one's lunch or homework assignment does not constitute valid grounds for a student to request permission to use the phone during school hours. Arrangements should be made at home in the morning concerning the student's after school schedule.

### **Emergency Protocol**

Students should be familiar with the fire drill procedure, which will be practiced 1 time per semester. Teachers should be familiar with lock down procedure which will be practiced at one of the Teacher In-Services.

### Fire Alarm Classroom Procedure

Pull the fire alarms located in the hallway if you are the first to notice smoke or flames. At the sound of the fire alarm, students and teachers will:

1. Line up at the door. Walk. Do not run. Do not talk. Stay together.

2. Take the green/red attendance folder hanging by the door with you as you exit the building.
3. Do not take other items out of the classroom or return to the classroom.
4. Follow the route posted in classrooms.
5. Close all windows and doors. Shut off the lights.
6. All classes should proceed to their designated areas.
7. Teachers will take attendance of their group. If you are missing any students then hold the red side of the folder in the air. If all of your students are ok and with you, then hold the green side of the folder in the air.
8. School administration, law enforcement, or fire fighters will notify you when it is safe to enter the building again.

#### Lock Down Classroom Procedure

Sound your air horn when you either notice a threat or hear another horn.

1. Direct the students to drop to the floor by the lockers; do not have them get inside the lockers.
2. Lock the classroom door by using the slide lock on the inside of the door, double check that the classroom door to the outside is locked.
3. Shut off the lights. Pull the blinds.
4. Call the office, to notify Administration and to give your room status.  
962-5650
5. Call 911 if you have a cell phone.
6. If necessary, have the students hold a book or coat over their heads to protect from shattering glass.
7. Do not answer a knock on the door, and do not have anyone sit in front of the door.
8. Listen for announcements from the Principal, or wait for law enforcement to arrive.

#### Lock Down "Caution" Classroom Procedure

School Administration will notify the teachers if a caution is issued.

1. Lock the classroom door by using the slide lock on the inside of the door, double check that the classroom door to the outside is locked.
2. Pull the window coverings, (inside and outside windows).
3. Take attendance after securing the classroom.
4. Continue with class and lessons.
5. Control all movement from the classroom. If no bells go off then do not let the kids leave the room.
6. Listen for announcements from the Principal.

## **X. MEDICAL INFORMATION**

### **Emergency Forms**

An emergency form *must* be filled out for *each* student *each* year by the student's parent or guardian, and turned in to the main office prior to the first day of school. This form is intended to help the student receive prompt medical attention, should the need arise. Any student who has not turned in an emergency form prior to the first day of school will not be permitted to attend school until the form has been received.

### **Immunizations**

Whenever children are brought into group settings, there is a potential for the spread of infectious diseases. To prevent some of the most serious infections, the Idaho School Immunization Law requires that children receive a series of immunizations before entry to schools. In addition, the Idaho School Immunization Law requires schools to enforce immunization requirements, to maintain immunization records of all children enrolled, and to submit annual reports to the Idaho Immunization Program, Department of Health and Welfare.

Changes to the Immunization Requirements for Idaho School Children (IDAPA 16.02.15) were approved by the Idaho State Legislature and became effective April 7, 2011. The key changes to the school immunization rules are summarized below.

1. **Minimum Immunization Requirements for School Entry:** As of April 7, 2011, to enroll in or attend a public, private, or parochial school in Idaho, a child born after September 1, 2005 must receive the following immunizations: five doses of DTaP, four Polio, two MMR, three Hepatitis B, two Hepatitis A, and two Varicella. There are no changes to the minimum immunization requirements for school entry for children born before September 1, 2005.
2. **Seventh Grade Requirement:** Effective with the 2011-2012 school year, in addition to the school entry requirements, a child must receive the following immunizations prior to admission into the seventh grade: one dose of Tdap booster, and one dose of Meningococcal.
3. **Conditional Admittance:** The conditional admittance process which allows students to attend school while in the process of receiving required immunizations has been clarified to save school staff time following up on conditionally admitted students.
4. **Exemptions:** The ability of a parent to claim an exemption from immunization requirements has **NOT** changed. However, to improve the ability of schools to quickly identify exempt students in the event of a disease outbreak, the exemption form has been standardized. Effective April 7, 2011, all exemptions claimed must be documented on the form provided by the Idaho Immunization Program, Department of Health and Welfare.



5. **Immunization Records:** To make it easier for parents to provide, and school authorities to accept, immunization records, the following is now considered valid proof of immunization: electronic health records, immunization registry documents (IRIS), and immunization records stamped or signed by medical clinics or licensed healthcare professionals.

Each student at Summit Academy must comply with Idaho state immunization requirements. Any parent whose child's immunization record is not up to date will be notified. Parents will be notified of any changes in the immunization policy.

### **Injury or Illness**

Parents will be notified in the event their child is sick or injured. If a student is unable to fully participate in class upon their return, they must bring a note signed by the parent or doctor.

### **Medication**

1. Only medication that is necessary for a child to remain in school will be administered during school hours.
2. Only medication prescribed for the student by a licensed medical physician and dispensed by a registered pharmacist will be administered during school hours by a designated person. The student's parent must give the first dose of any prescribed medication.
3. The school must be provided with an individual container of prescribed medication. If medication is needed both at home and at school, please request the pharmacist to divide a prescribed amount into two appropriately labeled bottles or vials.
4. "Over the counter" medications (acetaminophen, cough and cold syrups, eye drops, etc.) are not allowed at school and will not be given to a student unless prescribed by a medical professional. If such medication is prescribed, the student will give the teacher the OTC medication with a physician ordered pharmacist label or a signed written doctor's order giving specific instructions for administering the "over the counter" medication.
5. Parents must complete and sign a medication form before any medication will be administered during school hours.
6. Students *may not* have any medication in their possession during school hours. All medication is kept in the office, and will be dispensed by the staff. As part of learning self-care, however, a student with severe allergies, asthma or diabetes in seventh through twelfth grade may assume responsibility for keeping and administering their own medication for these conditions, provided their parents and physician have submitted permission in writing, *and* the staff has, in their judgment, determined self-administration to be safe and adequate.

7. With the exception of pre-kindergarten and kindergarten children, each student is responsible for coming to the office to ask for his or her medication.
8. At the end of the school year, all medications that are not collected by the parent or legal guardian will be destroyed.

### **Communicable Diseases and Guidelines for Student Return to School**

Parents are urged to report communicable diseases or health problems their child has contracted to the office. Re-admission policies differ according to certain illnesses. For example, a student with a disease such as Rubella (measles) or Chicken Pox will have different criteria for re-admission to school than one recovering from conditions such as Pinworms or Pediculosis (lice). A student with lice must be "nit" free in order to attend school. Any student who has gone home with a temperature of 100 degrees or higher and/or has been prescribed antibiotics must be without fever and have been on antibiotics for 24 hours before returning to school.

In order to minimize the spread of illness, students are encouraged to remain at home to recover when they have fevers, vomiting, diarrhea, sore throat, persistent cough, pink-eye, rashes and any other symptoms which are suggestive of acute illness



## ***XI. PARENT PARTICIPATION***

Our Catholic Church teaches that the parents are the primary educators of their children, and Summit Academy makes every effort to include the parents in the education and formation of their children.

### **Parent Involvement**

The Service Hour Program requires parents to volunteer 30 hours per year or 15 hours per year for a single-parent family. Some of the areas in which parents may volunteer their time include: office work, library, field trips, fund-raising activities, special events, etc. It is the responsibility of the parent to record their time. Each hour not met will incur a \$12.50/hour charge to be paid at the end of the fiscal year, June 30. The form for volunteer hours is distributed each year at the Summit open house. This form needs turned in to the office prior to the last day of school.

### **Summit Parent Association, also known as “The Hub”**

The mission of Summit’s Parent Association is to support the school in achieving its mission to provide the highest quality education for the students and to contribute to their integral formation as Christian leaders. The primary role of the parent committee is to assist and support the school, staff, teachers, student body, and other parents in organizing and implementing activities, projects, events, and day-to-day tasks.

The secondary role of The Hub is to bring school families closer together in a Catholic environment through social, educational, and spiritual events. The parents association works to foster the spirit of service to God and to each other.

The Summit Academy Parent Association invites all parents and families to participate in weekly Adoration of the Blessed Sacrament at St. Mary’s Church by stopping by to spend an hour with Our Lord in prayer for the students, staff, board and needs of the school.

### **Fundraising**

Tuition fees cover only a portion of Summit’s annual operational expenditures. In order to limit tuition increases, while continuing to improve the quality of our educational programs, parents, grandparents, and friends are asked to contribute as generously as they can to the school’s fundraising activities.

Summit Academy engages in several fund raising activities per year including: the Annual Fund Campaign, our annual Mystery Night in the fall, the Bike/Hike-A-Thon in the spring, and Second Hand Treasures. These activities raise funds that support the school’s operating budget and require the support and participation of all Summit Families. Parents will receive information about these activities in advance.

There are other events and activities approved by the school’s administration and organized by the parent association or student council in which parents will be asked to participate. All fund raisers require the prior approval of the administration. The proceeds from these events fund the operations of specific clubs, events, or items to purchase not otherwise allocated in the budget.

### **Cleaning of the school**

Due to limited school operating funds, the cleaning of the school is provided by families whose children attend Summit Academy. The school is divided into 4 sections, with each family cleaning only one section of the school approximately 5-6 times per year. All cleaning supplies are provided by the school. All families are required to serve on this rotating schedule throughout the year. The hours spent cleaning the school are in addition to the 30 volunteer hour requirement. If a family chooses, they may hire another Summit family to clean for them. A list of cleaners for hire is available in the office.

## ***XII. BELL SCHEDULE***

### ***School Day***

Although not required, families are encouraged to attend Mass on Thursday with their children. On Thursday, the morning assembly starts at 9:15 after students have returned from the church.

The daily school schedule is as follows:

### ***Preschool: Tuesdays and Thursdays only***

8:20	Morning Prayers / Assembly in the gym
8:30- 11:30 a.m.	Instruction
11:30	Dismissal from the classroom

### ***Kindergarten: Mondays, Wednesdays, and Fridays only***

### ***Kindergarten through Sixth Grade schedule:***

8:20	Morning Prayers/ Assembly in the gym
8:30 – 11:30 a.m.	Instruction
11:30	Lunch for Kindergarten
11:50	Lunch for 3 <sup>rd</sup> -6 <sup>th</sup> Grade
12:00	Lunch for 1 <sup>st</sup> -2 <sup>nd</sup> Grade
12:15 – 2:45 p.m.	Instruction
2:45 – 2:52 p.m.	General Clean-up
2:52 – 3:00 p.m.	Closing Prayers/ Assembly in the gym
3:00	Final Dismissal Bell

### ***Seventh through Twelfth Grade bell schedule:***

Assembly/ Morning Prayers	8:20	-	8:30
1st Period	8:30	-	9:15
2nd Period	9:20	-	10:05
3rd Period	10:10	-	10:55
4th Period	11:00	-	11:45
Lunch	11:50	-	12:20
5th Period	12:20	-	1:05
6th Period	1:10	-	1:55
7th Period	2:00	-	2:45
Cleanup	2:45	-	2:50
Closing Prayers	2:50	-	3:00
Dismissal	3:00		

### **XIII. Parent/Student Handbook Acknowledgment**

I/We acknowledge that I/We have carefully read the Summit Academy handbook and understand all policies, procedures, and regulations of the school, including academic standards, tuition/fees, parent responsibilities, uniform requirements, and disciplinary regulations. As a continuing condition of enrollment, we agree to abide by the school's policies, procedures, and regulations and accept them as binding upon us while our children are enrolled in Summit Academy. I/We accept that the school reserves the right to amend these procedures at any time if conditions warrant. I/We understand the school will make reasonable efforts to notify me of any amendments.

Child's (Children's) Names and Signatures:

Name:	Signature:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parents' Names and Signatures:

Name:	Signature:	Date:
_____	_____	_____
_____	_____	_____