



THE SUMMIT SCHOOL



Student Family Handbook: 2025-2026

Your Go-To Resource For All Things Summit

Name:

Class Group:

House:

MISSION

The Summit School educates children with unique learning profiles to their full potential.

VISION

The Summit School envisions a future in which students with learning differences mature into self-sufficient, self-advocating, and successful adults.

NONDISCRIMINATION

The Summit School does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, age, disability, or national or ethnic origin (including English Language Learners) in the administration of its educational, admissions or hiring policies.

PHILOSOPHY

The Summit School, as named, is symbolic of each student's unique academic journey that signifies conquering the obstacles and challenges he or she may face in order to climb to their highest peak of success. The Summit School believes that each and every student can overcome adversity to become the best he or she can be in order to ultimately reach his or her own personal "Summit".

- Every member of our school community is treated with trust, dignity, and respect.
- Each child is given the opportunity to be challenged to his or her potential.
- Each student's program is individually monitored and adapted according to his or her academic, behavioral, and emotional needs.
- Our research-based academic program matches the developmental level, learning profile, interests, and needs of each child.
- Learning is interactive and multisensory.
- Children are given frequent opportunities to utilize the latest technology to support and further their learning.
- Teachers constantly monitor student progress and performance in order to translate diagnostic information into effective, individualized instruction.
- Teaching methods constantly evolve based on research-based practices for content acquisition, critical thinking skills, and the development of independent learners.
- At Summit, we develop well-rounded students by providing them with a robust program that includes art, music, physical education, character development, Social Thinking®, electives, and extracurricular activities, such as the Student Government Association and athletics, to meet the diverse needs and interests of our students.
- Self-knowledge, self-confidence, and self-advocacy are nurtured in each child to foster a personal understanding of strengths and needs and promote lifelong success.

DIVERSITY

At the Summit School we are committed to accepting one another. Acceptance includes sensitivity to differences in learning, and to the many ways in which children and families are unique. The Summit School is founded upon the core values of dignity, respect and trust. We accept and respect differences in economic

resources, culture and race, ethnicity, faith and belief, gender identity, age, and sexual orientation, and strive to ensure equity and justice in our teaching/learning community.

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Dear Students, Families, and Friends,

This year, we celebrate the excitement of learning, discovery, and growth that lies ahead. We are also celebrating and eagerly anticipating the start of construction of our new academic center for our middle school students. In keeping with this excitement and anticipation, we decided that our theme for this school year is ***Building for the Future***— not just because we have a new building rising out of the ground before our eyes, but also as a reminder that every lesson, every friendship, and every challenge we face together is part of laying strong **foundations for the future**. With each step forward, we are not only building knowledge for today, but also shaping the blueprint for the future that will guide our students toward their dreams.

At our school, we believe in **building beyond the present**. Each classroom is a place where resilience is strengthened, confidence is nurtured, and competence is developed. Just as a strong building requires care, design, and purpose, so too does a meaningful education. Together, we will create experiences that inspire joy, curiosity, and lasting happiness, ensuring that every student feels empowered to grow and thrive.

To our T2 students, we wish you the best year ever—one filled with lasting memories, meaningful accomplishments, and joyful celebrations of all you have achieved. As you prepare for your next chapter, may you carry forward the lessons, friendships, and resilience that have been built here. You are ready to take bold steps into your future, and we could not be prouder of you.

To all of our students, we look forward to a year of discovery, learning, and friendship. May this school year be filled with opportunities to build knowledge, share laughter, and create experiences that will last a lifetime. Together, we are building a community that is strong, supportive, and always reaching beyond the present toward a bright and hopeful future.

With excitement for the year ahead,



Dr. Joan A. Mele-McCarthy, CCC-SLP
Executive Director

2025-2026 SCHOOL CALENDAR - Closings and Half-Days
Every Wednesday: 12:30 pm dismissal

Please check the WEBSITE CALENDAR for the full schedule of school events!

August		
Monday, August 25, 2025	First Day for Students	
Friday, August 29, 2025	Labor Day Weekend	½ Day; School Closes at 12:30 pm
September		
Monday, September 1, 2025	Labor Day	School Closed
Tuesday, September 23, 2025	Rosh Hashanah	School Closed
October		
Thursday, October 2, 2025	Yom Kippur	School Closed
Friday, October 10, 2025	Professional Development	12:30pm dismissal for students only; staff PD day
November		
Friday, November 7, 2025	Professional Development	12:30pm dismissal for students only; staff PD day
Tuesday, November 25, 2025	Thanksgiving Holiday	½ Day; School Closes at 12:30 pm
Wed - Fri, November 26-28, 2025	Thanksgiving Holiday	School Closed
December		
December 22-31, 2025	Winter Break	School Closed
January		
January 1-2, 2026	New Year's Day/Winter Break	School Closed
Monday, January 19, 2026	Martin Luther King Jr. Day	School Closed
Friday, January 30, 2026	Professional Development	12:30pm dismissal for students only; staff PD day
February		
Friday, February 13, 2026	Presidents Day Weekend	½ Day; School Closes at 12:30 pm
Monday, February 16, 2026	Presidents Day	School Closed
March		
March 30-31, 2026	Spring Break	School Closed
April		
April 1-3, 2026	Spring Break	School Closed
Monday, April 6, 2026	Easter Monday	School Closed or Weather Make-Up Day
May		
Friday, May 22, 2026	Memorial Day Weekend	½ Day; School Closes at 12:30 pm
Monday, May 25, 2026	Memorial Day	School Closed
June		
Friday, June 5, 2026	Last Day for Students	½ Day; School Closes at 12:30 pm
Monday, June 8, 2026		Weather Make-Up Day if needed
Tuesday, June 9, 2026		Weather Make-Up Day if needed

DAILY SCHEDULE

Lower School Schedule 2025-2026	Middle School Schedule 2025-2026
Time	Time
Connect 8:20 - 8:40	Connect 8:20 - 8:40
Period 1 8:40 - 9:40 Includes snack	Period 1 8:40 - 9:40 Includes snack
Period 2 9:40 – 10:30	Period 2 9:40 – 10:30
Period 3 10:30 – 11:20	Period 3 10:30 – 11:20
Period 4 11:20 - 12:10	Lunch 11:20 – 11:45
Lunch 12:10 - 12:35	Recess 11:45 – 12:10
Recess 12:35 - 1:00	Period 4 12:10 – 1:00
WIN 1:00 – 1:30	Period 5 1:00 – 1:50
Period 5 1:30 – 2:20	Period 6 1:50 – 2:40
Period 6 2:20 – 3:10	WIN 2:40 – 3:10
Connect 3:10 – 3:25	Connect 3:10 – 3:25

SUMMIT DRESS CODE

The Summit School dress code has been designed collectively by Summit faculty. Our dress code is simplified to two colors, a solid navy top and khaki pants, shorts, or skirts, because we realize how difficult it can be for parents to help their children adhere to a dress code when there are many choices and many shades of allowed colors which are often interpreted differently. The goal of our simplified student dress code is to allow students to focus on schoolwork.

Dress code uniforms should be purchased from [Lands' End](#). Summit uniforms include a navy blue polo shirt (long or short sleeved) with the school logo and specific styles of khaki pants, shorts, jumpers, and skirts. To accommodate personal preferences, we have selected multiple material options, including cotton and dry fit, and various price points to accommodate these differences. In this way, we aim to make the uniform policy more inclusive, easier for families to follow, and easier for staff to provide guidance.

Only Summit School logo t-shirts, House t-shirts, and sweatshirts are permitted and are purchased exclusively through Summit. Proceeds benefit the Student Activity Fund. Adult sizes are available. To shop our uniforms please visit [The Sassy Shoppe](http://www.thesassyshoppe.net/shop.html) at www.thesassyshoppe.net/shop.html.

Any questions about ordering uniforms should be directed to Tara Philistine at 410-798-0005 x111 or tara.philistine@thesummitschool.org

Dress Code Violations:

- When a student's attire does not coincide with the Summit dress code, they will be asked to check in with the school office.
- For the first two dress code infractions, the parent will be called and emailed by the school office to advise them of the infraction, and the student can select a clothing item from our "gently used" dress code selection to wear for the day. The clothing must be washed and returned to school the next day or purchased at Summit's resale price (the office keeps a price listing for used Summit wear). The student will bring home a copy of the dress code policy and a copy will be emailed to you. The personal item of clothing will remain in the school office until a parent picks it up. Unclaimed clothing will be donated to a charitable organization at announced designated times of the year.
- When students have more than two dress code infractions, parents will be called by the school office to bring appropriate attire to school. We know this is an inconvenience, and we apologize in advance, but we are soliciting parents' help with adherence to our dress code.
- Clothing that remains at school unclaimed for an inordinate length of time may be subject to charitable donation.

If you have any questions about the dress code, please do not hesitate to call Dr. McCarthy who will be happy to discuss the philosophy underlying our school dress code in the manner described as follows.

Tops (Solid Navy)	<u>Permitted:</u> • Polo shirts with the Summit Logo • Summit logo wear t-shirts - long or short sleeves 
	• Clothing should have no logos other than Summit logo-wear. • Undershirt should be solid white and tucked in. • The layered look is not permitted (long sleeve shirts under short sleeve shirts) or contrasting colored t-shirts visible under navy tops. • "House" color t-shirts are worn ONLY on designated days.
Outerwear	<u>Permitted:</u> • Summit logo sweatshirts, fleeces, zip ups, and hoodies available through the Sassy Shoppe • Knit sweaters and cardigans with the Summit Logo available through Lands End (Solid navy)  • Cold weather coats and jackets are permitted between buildings when they are needed for outdoor warmth. • White collared shirts and undershirts may be worn under knit sweaters or cardigans, but should be tucked in.
House T-Shirts	House T-Shirts are only permitted on designated House days. House assignments for new students will be made the first week of school. Returning students remain in their assigned houses from the previous year. House colors are: - Mt. Olympus - Red - Mt. Everest - Royal Blue - Mt. Denali - Forest Green - Mt. Kilimanjaro - Turquoise - Mt Vesuvius - Neon Green

Pants, Shorts, or Skirts (Solid Khaki)	<u>Permitted:</u> • Lands End Docker-type slacks or pants • Lands End Shorts, skorts, or skirts • Lands End Jumpers (khaki) worn over a solid white or navy shirt • Lands End Polo dress (Navy)  <u>Not Permitted:</u> • Black, brown khaki, or green khaki pants, shorts, or skirts are not part of the dress code • Baggy pants that fall below the waist • Underwear showing above the waist of the pants • Cargo pants, sweatpants, athletic pants • Jeans or corduroys • Zip-off pants • Layered look – long sleeved shirts under short sleeved shirts • Solid black, white, beige, or navy tights/leggings may be worn under skirts. • During winter dress code (Nov 1- April 1) legs must be covered.
Shoes	<u>Permitted:</u> • Sneakers/athletic shoes <u>Not Permitted:</u> • Sandals • High heels or wedge shoes • Flip-Flops • Clogs/Slip on shoes (e.g., sperry boat shoes, crocs) • Boots and Uggs • "Wheelies" • Heydudes
Headgear	Headgear is not permitted indoors. Winter hats can be worn outdoors during recess or while transitioning classes. Headbands and hair adornments should not extend well beyond hair.
Misc.	<u>Not Permitted:</u> • Piercings, with the exception of traditional pierced ears • Unnatural hair color (no purple, pink, yellow, green, blue, etc., even to show sportsmanship)

Lower School Supply List | 2025-2026

Trapper Keeper (mandatory for all students)

Parents are required to purchase this Trapper Keeper for their student. The Trapper Keeper is an essential tool for our program, as it is designed to work with the organizational strategies that are in place for our students. A link is provided below that you may use to easily purchase the required Trapper from Amazon. While you may feel free to select your choice of color from the options presented, this is the *exact Trapper* required for our students on the first day of school. Please do not purchase a Trapper other than the one shown in the link.

[Five Star Trapper Keeper](#) (any color is acceptable)

S & U Group	M1 & M2 Group
☐ 2 packs of Dry Erase markers ☐ 1 pack of markers (10-pack thick tipped) ☐ 1 pack of crayons (24-pack) ☐ Ticonderoga Tri-Write pencils ☐ 1 highlighter ☐ 2 boxes of tissues ☐ 1 pack of pencils (24 pack) ☐ 1 zipper pencil pouch ☐ 1 spiral notebook ☐ 1 pair of scissors ☐ 12-15 glue sticks ☐ 1 container of Clorox wipes ☐ 1 box of gallon-sized Ziploc bags ☐ 1 box of sandwich-sized Ziploc bags ☐ 1 can of shaving cream ☐ 1 pair of headphones ☐ 1 reusable water bottle marked with student's name	☐ 2 packs of Dry Erase markers ☐ 1 pack of markers (10-pack) ☐ 1 pack of colored pencils (12-pack) ☐ 1 pair of scissors ☐ 1 pack of highlighters ☐ 2 boxes of tissues ☐ 1 pack of pencils (24-pack) ☐ 12 glue sticks ☐ 1 container of Clorox wipes ☐ 1 box of gallon-sized Ziploc bags ☐ 1 box of sandwich-sized Ziploc bags ☐ 1 can of shaving cream ☐ 1 zipper pencil pouch ☐ 3 composition notebooks (Math, LA, Science) ☐ 1 reusable water bottle marked with student's name ☐ 1 pair of headphones ☐ Chromebook w/ charger (daily) - M2 Group Only <i>Please see detailed information that was sent by Mr. Walsh, Director of Information Technologies</i> ☐ Chromebook Sleeve or Case M2 Group Only <i>Amazon is a great resource for affordable options.</i>

Middle School Supply List | 2025-2026

Trapper Keeper (mandatory for all students)

Parents are required to purchase this Trapper Keeper for their student. The Trapper Keeper is essential, as it is designed to work with the organizational strategies that are in place for our students. A link is provided below that you may use to easily purchase the required Trapper from Amazon. While you may feel free to select your choice of color from the options presented, this is the *exact Trapper* required for our students on the first day of school. Please do not purchase a Trapper other than the one shown in the link.

Click here:

[Five Star Trapper Keeper](#) (any color is acceptable)

Supplies

Given to connect teacher:

- ☐ 2 packs of Dry Erase Markers
(Approximately 12 markers)
- ☐ 3 packs of pencils (Approximately 50 pencils)
- ☐ 2 boxes of tissues
- ☐ 2 packs glue sticks (Approximately 12 sticks)
- ☐ 1 containers of Clorox Wipes (40-60 pack)
- ☐ 1 Pack Index Cards
- ☐ 1 Bottle Hand Sanitizer

Kept with student:

- ☐ 2 composition notebooks (Math & LA)
- ☐ 1 pack of multicolored highlighters (at least 4 count)
- ☐ 1 pack of multicolored pens
- ☐ 1 pair of scissors
- ☐ 12 pack of colored pencils
- ☐ 1 zipper pencil pouch
- ☐ 1 stick of deodorant (leave in locker)
- ☐ 1 reusable water bottle marked with student's name

Technology::

- ☐ 1 pair of headphones
- ☐ Chromebook w/ charger (daily)
- ☐ TI-83 or newer graphing calculator
(required for T2, recommended for T1)**

**Middle school students will be learning how to use a graphing calculator model TI-83 or newer. Costs vary between \$99 and \$134; however, your child will utilize this type of calculator throughout high school and beyond. All T2 students need to learn how to use this calculator as part of high school preparation, but it is also recommended for all T1 students, especially those in pre-algebra.

About school supplies:

Summit will always have pencils and pens to use in school. However, they always seem to disappear! Please always have your student keep their own pouch of pencils. Books are paid for within our budget (occasionally, a student may have to purchase a reference book or an eBook).

Trapperkeepers: A Trapperkeeper is a requirement for every student. They are more costly than plan books, but far more useful. Refer to the information in the school supplies list.

Replacements for lost or damaged Trapperkeepers: If a replacement Trapperkeeper is needed during the school year due to damage, parents will only pay the cost for the Trapperkeeper, as the existing undamaged dividers will be placed in the new trapper. If a Trapperkeeper is lost and needs to be completely replaced (dividers included), parents will pay for both the Trapperkeeper and divider inserts.

Five Star Trapper Keeper (any color is acceptable)

Parent Information Folder - Purple: Communication between school and home (notes, permission slips, order forms, etc.) is sent home in the Purple Parent Information folder of the Trapperkeeper.

Student Work - White Envelope (Lower School Only): Student work is sent home bi-weekly (every other Friday) in a large white envelope. These papers are yours to keep unless otherwise noted. Please sign the white envelope and return it to your child's Connect Teacher.

Calculator: Students M2 through T2 need a calculator at home for their homework and they will be taught to use it throughout the course of the year. Families are asked to supply these in order to assist students in being more responsible with their materials. We have in-class calculators for students to use.

Note: Middle School pre-algebra and algebra students require a graphing calculator model TI-83 or TI-83 Plus. Costs appear to vary between \$99 and \$134; however, your student will utilize this type of calculator throughout high school and beyond. We suggest scanning back-to-school ads and searching online (such as amazon.com) for best prices. If you are uncertain whether or not your student will require this type of calculator for this school year, please call the school at 410-798-0005.

***Bookshare: Membership in Bookshare is a requirement for all students I through T2** as part of the device program. However, all students may benefit from Bookshare and all grades are encouraged to register for this service at www.bookshare.org. Parents are also encouraged to purchase a reading app such as Voice Dream which is compatible with Bookshare and available through the App store. Bookshare members can find, download, and read books all on a single device. No need to download books to computers, transfer files, or decompress files, just download and start reading. Contact the school if you have any questions concerning Bookshare or the reading Apps. www.bookshare.org.

SUMMIT'S HOMEWORK POLICY

1. Homework is assigned to reinforce a skill taught to the student by affording more independent practice of the skill.
2. Homework is assigned to help each child develop study skills and independent work skills.
3. Homework is individualized so that it meets the student's independent skill level and, therefore, should be within the student's ability to complete independently.

Our homework policy allows students to become independent learners and accountable for their school work. Our policy also frees parents from any conflicts with the student's homework completion. Parents are expected only to provide the place and structure in the home routine that enables the student to complete home assignments. Parents are not expected to re-teach the curriculum each night or to correct errors on the student's work.

Don't . . .

- give the answer,
- spell the word for your child,
- solve the problem,
- ask your student, "Why can't you do this? You learned it last week."

Do

- Review the directions with your young person.
- Talk about a plan to follow to complete the assignment.
- Leave your child alone to complete it.
- If it will help, break the assignment into parts: "Do these five and then let me see it." or "Work for ten minutes and then show me what you have."
- Encourage your child to call a friend or teacher

In this way you will help your young person develop the ability to do their homework alone; after all, it is the student's assignment, not yours.

What purpose can homework hold for the teacher? Feedback. If a teacher sees an assignment with every answer incorrect, it becomes excellent diagnostic information. The teacher will explore where the breakdown occurred between teaching and understanding. If an adult does the homework for the child and corrects every mistake, the teacher will get incorrect feedback. Eventually, a pattern of "learned dependency" takes place and the student is unable to even begin their homework without a parent helping at home. The parent becomes angry with the school, the child becomes angry at the teacher, and a negative vicious cycle occurs. Help us eliminate such problems from the beginning of the school year.

At Summit we teach our students how to plan, how to organize, and how to study. This is a gradual process and here is how you can help:

1. Set up a regular work place for your young person away from television, confusion and other distractions. It is usually best to begin homework as soon as possible after school.
2. Set up a regular time, even a schedule, to help regulate the homework routine.

3. Guide your young person to place homework in the proper folder and put the Trapperkeeper with books back into the book bag.

GENERAL TIME GUIDELINES FOR HOMEWORK

Lower School

- Groups S, U, M1: no more than 45 minutes including 15 minutes of daily reading.
- Groups M2: no more than 60 minutes including 20 minutes of daily reading.
- Math: Lower School has a math fluency activity at least three times per week.

Middle School

- I Group: no more than 60 minutes of homework including 20 minutes of daily reading.
- T1 and T2 Groups: no more than 90 minutes of homework including 30 minutes of daily reading.
- Middle School has math fluency activities six days per week. Middle School students also have written math homework four to five nights per week.

Occasional projects may require more time at any age, but projects are for students to do, not for parents. Students who struggle with long-term projects receive additional guidance from teachers, but encouragement at home is certainly welcomed, as is your communication with the teacher.

ACCOMMODATIONS BEYOND SUMMIT'S SCOPE OF PROGRAMMING

The Summit School is designed to meet the needs of students with learning differences, often called specific learning disabilities in other settings. As such, the program has supports and accommodations embedded within the structures of the day across the curriculum and across the grades and within the instructional methodologies utilized in each subject area. Nevertheless, some students may require additional or different accommodations as a means to access the curriculum and receive full benefit from instruction.

Therefore, consistent with its policy prohibiting discrimination, The Summit School is committed to ensuring that students with learning differences and disabilities are provided with equal access to its programs. Summit will provide accommodations and modifications to ensure a student with a disability or defined need has equal access to the School's services, provided that they do not fundamentally alter the School's educational programs or Mission.

Requests for accommodations should be addressed to Dr. Allison Trentman, Director of Program Supports (allison.trentman@thesummitschool.org).

When evaluating a request for additional accommodations beyond what is already embedded in our approach to teaching and classroom management protocols and procedures, The Summit School will collect all information relevant to determine whether the School should and can provide additional accommodations to meet the student's needs. This information may include, without limitation, aptitude and achievement tests, physicians' statements, teacher recommendations, and information regarding the student's physical condition, adaptive behavior, or social or cultural background. The School, in conjunction with the student's parents, will determine which educational strategies and accommodations can be implemented and will augment the student's educational plan with the student, parents, faculty, and administration.

Accommodations plans shall be reviewed and updated, if necessary, on a periodic basis. If it becomes evident that a student is not meeting the School's academic or behavioral expectations with the agreed support and modifications in place, then the parents will be advised that the student requires placement in a different educational setting which is fully appropriate to the particular needs of the child.

HOUSE SYSTEM

The "House" system was developed to promote community and citizenship, and you should be hearing about it from your student as the year progresses. As a means of review, the Houses are named after major mountain peaks around the world, in keeping with our school's name, The Summit School. Each House has a t-shirt color associated with it. Students are asked to wear their House t-shirt on designated days. You may order an "official" house t-shirt through The Sassy Shoppe (see Dress Code), or have your child wear a plain t-shirt of the appropriate color for his/her house. The houses and colors are:

- Mt. Olympus - Red
- Mt. Everest - Royal Blue
- Mt. Denali - Forest Green
- Mt. Kilimanjaro - Turquoise
- Mt. Vesuvius - Neon green

The Houses work in a healthy and jovial spirit to help all students reach their summit: participation and effort in academics, the arts, community service, leadership, and sports/physical activities.

FIELD TRIPS

At The Summit School we consider field trips an integral part of our learning experience. Most trips are covered by student fundraisers and the student activity fee.

Transportation for field trips or other off-campus activities is provided by private transportation companies that have been screened and authorized to transport our students. Occasionally, authorized staff or parents may be used to transport small groups for off-campus excursions.

STUDENTS MUST BE ADMINISTERED THEIR MEDICATION FOR AND FIELD TRIPS. PLEASE REFER TO OUR SCHOOL MEDICATION POLICY IN THE STUDENT HANDBOOK.

Students may not carry cell phones, iPads, Chromebooks, iPods or other electronic devices on field trips unless approved by an administrator.

THE SUMMIT SCHOOL LIBRARY

The Summit School Library is central to the school's educational program, containing resources that support the curriculum and reading interests of students and staff. Books are checked out for a three-week period and may be renewed at the library desk. Students are responsible for the materials they borrow and will be expected to return them or provide reimbursement to the school. Online access to the databases on the library homepage requires a password which may be obtained by contacting the school librarian. eBooks are also available through the online catalog in conjunction with the device program. Students should use the same login credentials as they use with their school devices to access the eBook software. All Library materials must be returned at the end of the school year to ensure your financial account is current. For any questions contact library@thesummitschool.org.

EXTRA SCHOOL

Referral to Extra School is an administrative decision made by the Director of Education and Cluster Coordinators.

Extra school may be assigned:

- to help a student keep current with their assignments
- for disciplinary reasons
- if a student has had more than three unexcused absences in two weeks (see section on attendance)
- if a student received an in-house suspension or regular suspension for consistent disruptions in class
- if a student has reached five incomplete homework assignments in a single week. Since the homework given at Summit is reasonable, and geared for a student's success, it is expected that all of it is completed or a student has contacted their teacher seeking assistance.

Extra School can be served in a variety of ways as determined by the Director of Education, Cluster Coordinators, and parents and may include:

- Three hours on a Saturday
- After school
- On a Wednesday from 12:30-3:30
- During multiple in-school study halls

Extra School work is supervised by an administrator or a teacher. The family is fined \$100.00 for the Saturday and Wednesday extra school sessions, and it would be most beneficial if the student shared the burden of the fee as a means of helping the student avoid behaviors that result in future Saturday schools. A parent is required to stay at school for the entire three-hour period during a Saturday session.

PHYSICAL EDUCATION PROGRAM

All students are expected to participate in our organized PE program. When weather permits, athletics will occur outside of the school building.

It is necessary for every student to have a pair of sneakers or tennis shoes for athletics with white soles exclusively. Black soles on athletic shoes are NOT permitted, as there are many brands of sneakers or tennis shoes with black soles that mark up the gym floor. All students should wear shorts or pants for P.E. or shorts under skirts. All students will be expected to participate in P.E. unless a note is sent from home with a doctor's excuse.

RECESS

After the first instructional period each day, the entire school has a break for snack. Before or after lunch, the entire school has a 25-minute recess. Recess will consist of outdoor play activities as long as the weather permits. Otherwise, casual indoor activities will be substituted.

On Wednesday, since it is a shortened academic day, recess may be included during snack time.

STUDENT CELL/SMART PHONE/ELECTRONIC DEVICE USE

It is important that students stay focused in class away from the distractions of cell or smart phone text messaging, emailing and internet use. Therefore, students are not permitted to use cell or smart phones for any reason during the academic school day except under the direction of a teacher as part of an instructional lesson. **Students are expected to keep their cell phones silenced and in their lockers at all times unless approved by a teacher for instructional use.** If a teacher discovers that a student is carrying a phone during school hours, the phone will be given to the Director of Education or Cluster Coordinators and the students' parents must retrieve the phone. The student will then be required to check their cell phone in at the office every morning and retrieve it every afternoon for one month. This policy applies to the use of any electronic communications device.

Any Smart Watches must be placed in "School Mode".

In general, any violations of The Summit School policies for internet/technology/electronic device usage may result in a school suspension or dismissal from The Summit School depending upon the nature of the violation. To that end, all students and their parent(s) shall sign and date a written statement, provided annually by Summit, affirming that they have read and understand the Technology and Internet Use Policy, agree to comply, and understand that violation of computer-related activities conducted on or off campus could result in disciplinary action to include suspension and/or dismissal from Summit.

All school rules and codes of conduct apply during all school related activities including athletics, after school programs, dances, clubs and field trips.

FOOD POLICY

Snacks, Lunch & Celebrations

The Summit School is a nutrition-conscious school. Select foods that promote good health and "Brain Power" are encouraged. If you are informed that a classmate has an allergy to peanuts or other foods, always check with your child's teacher/s about safeguards, or graciously accept any food restrictions deemed necessary by the Executive Director and school nurse. Suggested foods include:

SNACKS: Fruit, vegetables, raisins, yogurt, cheese, crackers, pretzels, 100% fruit juices, 100% fruit roll-up snacks, popcorn, chips, bagels.

DRINKS: Sugary or artificially sweetened drinks are not permitted. Only 100% fruit juice or water is allowed during lunch and snack time, or at other school activities when drinks are permitted. Sports drinks are not permitted during the school day.

LUNCHES: Sandwiches, soups, etc.

NOT PREFERRED: High sugar foods and beverages (soda, candy, cakes, cookies, fruit punch, etc.)

CELEBRATIONS: We ask families to be nutrition-conscious when providing special treats for class/student celebrations. Please consider the possibility that some students have food allergies, as well. It is best to check with classroom teachers when planning special events.

We ask that you provide birthday treats that are not sugar-rich, such as iced cakes and cupcakes. Nutritious treats include fruit salads, bagels with a variety of spreads, low sugar muffins, whole grain cookies, natural fruit juices, natural fruit juice ice pops. We value good nutritional practice for health reasons and to support efficient learning. Thank you in advance for helping us uphold this policy.

SCHOOL LUNCH DAYS

Parents have the option to participate each month in the pre-ordered school lunch program on Monday, Tuesday, Thursday and Friday as described below.

Monday and Friday: Pre-ordered cheese pizza lunches are delivered to Summit.

Tuesday and Thursday: Pre-ordered chicken nuggets (8 pieces) or chicken sandwich are delivered to Summit.

Summit will send a lunch order at the beginning of each month (for the following month lunch order). Please note that lunch will not be provided if payment is not received with the order, and parents will be responsible for providing lunch for their student. You may pay for student lunches with cash, check (made payable to The Summit School) or Venmo (@thesummitschool). Additionally, due to arrangements with our food providers, we are unable to accept lunch orders past the due date.

*If your child orders a lunch, please provide a beverage for lunch, and a nutritious mid-morning snack and drink each day. Consider supplementing pre-ordered lunches with fruit and veggies.

Lunch is not needed on Wednesdays or other half-days; however, a midday snack and drink are required every day, including half-days.

The lunch program is not offered the first and last weeks of school, and students are required to bring their own lunches in addition to mid-morning snack with drinks for lunch and snack times.

MEDICATION

It is the policy of the Summit School when a student is taking Prescribed medication and this medication is part of the child's overall educational programming requiring it to be provided during the school day, that each of the following requirements must be strictly adhered to by the parent.

The Maryland State School Medication Administration Authorization Form must be fully and accurately completed, by the prescriber. A Parent/ Guardian completes the authorization section. The authorization form must be in the possession of the school nurse, with the prescribed *medication, prior to the first day of the school year. An adult must bring medication to the school.

1. Sufficient quantities of the prescribed medication to be dispensed to the student at school, pursuant to the medication form, shall be provided directly to the school nurse by an adult prior to the first day of the school year. All prescribed medicine must be in the container labeled by the pharmacist or prescriber.
2. If there is any change in the student's medication (dosage increase or decrease, a newly prescribed or added medication, or discontinuation of medication), we must be informed of the change and receive authorization by the prescriber in order for the student to attend school. The prescriber may call, email, or FAX the school nurse with changes; the original revised form must be in the office within 7 days. It is expected that the first dose of any new medication is to be administered at home to observe for effects.
3. The prescribed medicine must be refilled in sufficient time so that the supply at school is not depleted before additional amounts are provided to the school nurse. The school nurse will notify you.
4. There must be a minimum two-day dosage of the student's prescribed medicine provided to the school nurse in compliance with the school's Emergency Plan.
5. Some students need medication before, after, or during school hours to promote wellness, decrease absenteeism, and remove barriers to learning. Please communicate with the school nurse and your child's teachers about any medications your child takes that may impact their school day.
 - **Medications prescribed to be taken outside of school hours:** If a student's healthcare provider has ordered a medication for your child to take in the morning before school, that dosage of their prescribed medicine must be given as prescribed. Students who have not taken their medication may be sent home unless the parent comes to school and dispenses the dosage.
 - **For medications that are prescribed to be taken during the school day:** The parent must provide the proper forms and medications to the school nurse before the first day of school, and again as needed when medications are changed or run out.
 - **Medications must be administered as ordered, even on half-days, field days, during after-school activities, and on field trips.**
 - **Over the counter medications must be in their original unopened containers.**

Sunscreen Policy: We strongly encourage the use of sunscreen for skin protection during outdoor activities. Please apply sunscreen to your student before arriving at school. Students are permitted to have sunscreen at school, or at a school sponsored activity, without written permission from a health care provider as long as the sunscreen has been provided to the student by the parent or guardian. The sunscreen must be clearly labeled with the student's name. Students may not share sunscreen with each other and may use only that which has been provided to them by their parent or guardian. A student in need of assistance with application must provide spray sunscreen; faculty and staff will not assist in the application of sunscreen unless it is a spray.

ILLNESS

Parents are asked to keep their child home from school in the event of a serious illness, injury or a condition that can be passed on to other children. Students with a temperature of 100 °F or greater must stay home until they are fever-free for 24 hours without fever-reducing medicine. If a student is vomiting, they should remain home until it has been 24 hours since their last episode of vomiting.

Although this is not a comprehensive list, the following conditions are appropriate reasons to keep a student home from school. Parents should consult with their doctor for advice and/or treatment of the conditions or symptoms listed here.

- Vomiting
- Temperature 100.4 °F or greater
- Abdominal pain
- Earache
- Head injury
- Adverse medication effect
- Suspected fracture
- Severe pain
- Severe shortness of breath or wheezing
- Loose stools/diarrhea
- Suspected communicable disease
- Nuisance condition not currently being treated, e.g., ringworm, scabies, head lice
- Red, draining eyes
- Persistent runny nose with yellow/green discharge, accompanied by fever
- Productive cough, accompanied by fever
- Undiagnosed and/or spreading rash

If your child is sick, please notify the health office at schoolnurse@thesummitschool.org and your student's Connect Teacher. If they miss more than three consecutive days, a note from their healthcare provider is required.

If a student becomes sick at school, they will be made as comfortable as possible and their parents and/or emergency contact will be notified immediately. No medicines can be administered unless the student has a written doctor's order on file. Sick children should be picked up within one hour of the time, the parent or designated adult is notified.

CONFERENCING, PROGRESS REPORTS, and TESTING ROUTINES

Conferencing: Communicating with families is an essential part of The Summit School's program. Input from families is highly valued and is an important part of the work we do with children. Our formal progress reporting and conferencing includes teacher meetings with parents in November and June.

Additional conferences are held throughout the school year to maintain communication with parents and families. A conference may be scheduled at any time if a family feels a need to be in touch with a student's teaching team. We value school-home communication and look forward to working closely with the families of our students. New family "check-in" meetings are scheduled within 2 months of new student enrollment.

All financial accounts, including past-due library books, must be current in order to be considered for re-enrollment. Progress reports, report cards and interim reports will be withheld and parent conferences may be delayed if an account is in arrears.

Reports: Progress reports are sent to families twice yearly in January and May. Progress reports serve as the basis of discussion during the formal conferences mentioned above.

Graded Report Cards: Students in I through T2 receive graded report cards on a trimester basis. M2 group students begin to receive report cards at the third trimester in March.

Grades are written as:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = below 62
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Honor Roll 80% or higher for every grade.

Principal's Honor Roll 90% or higher for every grade.

Testing: Students are tested upon admission to the program and at different intervals while at The Summit School. Curriculum-based and formal benchmark assessments are also completed in Language Arts, English, and Math three times per year, September, January, and May, to gather baseline data for planning a student's program and to monitor progress.

PARENT INVOLVEMENT

At Summit parents are as important as their children. It is understood that a partnership exists between home and school. Parents are responsible for organizing and implementing the many activities that make a school a lively and vital place. Some of these include our book fair, arranging speakers, fundraising projects as well as many Summit community social events.

Our need for involvement from parents increases each year. We support volunteerism as a way to become directly involved in your child's education, to support the school's advancement and to strengthen the Summit family support system. Volunteer opportunities were provided in your SchoolAdmin account during the summer. Upcoming events for which volunteers are needed are also announced in the weekly SummitUp email. For volunteering opportunities, please contact Kaitlyn Loney at 410-798-0005 x 251, kaitlyn.loney@thesummitschool.org.

SCHOOL VISITS AND MEETINGS

Parents are encouraged to visit or schedule meetings. Please make appointments by contacting the teacher or the coordinator, or the school office. We ask parents to not use arrival or dismissal times, or school events and other informal times to discuss your child's progress. In the interest of school security, we ask you to please comply with the following procedures when visiting the school:

- Parents/guardians dropping off or picking up their child should report directly to the school building. Parents will be required to ring the buzzer, state their name, purpose of the visit and to show identification.
- All other visitors seeking access to a school building will be required to report to the House and ring the buzzer at the front door. Each visitor will then be asked to state their name, purpose of the visit and to show identification.
- When students are late, and when personnel are not outside to greet the students, parents must take their child into the main office and sign them in - no exceptions. We need to verify their attendance and keep them safe under the watchful eye of staff.
- The Summit School business hours, access to the school building and House, will be 8:00 am - 4:00 pm.

We understand that your time is valuable and there may be some minor inconvenience associated with these procedures; however, you will agree that the safety of our students and all of the adults serving them outweighs minor inconveniences. As you plan your next visit to the school, here a few items to consider:

Plan Ahead: We always welcome your visits but making planned appointments with teachers and staff are helpful for us to know who is on campus. If you are dropping off an item at the House, and will not be proceeding to any other building, an appointment is not required, of course. We request at least a 48-hour notice for scheduling a classroom observation. It is our policy to include a member of our leadership team to accompany parents during classroom observations so that we are able to participate in a meaningful way in conversations about the observation.

Parking: Prior to building entry, please ensure that your vehicle is parked in a 15-minute designated space in front of the House building. Do not leave vehicles parked in the circle. This is an emergency access area and there are always children and teachers walking across the roadway. Please be sure that you turn off your vehicle. Safety is always the reason for our request.

Entrance: Please remember that each time you are on campus you will be required to ring the buzzer, state your name, purpose of the visit and to show identification.

Visitor Badge: Visitors will be asked to sign in and will be issued a badge. Please be sure your badge is visible at all times. For the safety of our students, employees and other visitors, please be aware that staff have been trained to approach and question visitors who are in a building and not wearing a badge. At the completion of your visit, you will be required to check back in and return your visitor badge.

PARENT AMBASSADORS

Parent Ambassadors serve as liaisons between grade level teachers and parents for planning class events or any activities where parent participation will enhance the classroom experience. Each class at Summit (S, U, M1, M2, I, T1, and T2) is assigned Ambassadors who share responsibilities, and they may decide that one parent will serve as the primary contact for the Connect teacher, parents, and school.

School Sponsored Events: We ask Parent Ambassadors to assist with school-sponsored events in a variety of ways, and not always as the lead parent for an event. Many times, we need help with calling or emailing parents to reach out and ask for their help. Parent Ambassadors will meet monthly with the house team to ensure open communication and idea sharing for upcoming events and initiatives.

Parent Ambassador's Responsibilities:

- Maintain email and phone tree to update parents about upcoming Summit events.
- Assist in the orientation of new families to Summit.
- Recruit parent volunteers to assist with classroom activities.
- Serve as the class contact for Summit Spring Fundraising Event.
- Organize seasonal special activities and year-end class gatherings.
- Attend Parent Ambassador meetings

2025 - 2026 PARENT AMBASSADORS

Grade	Name	Email	Phone	Student's Name
S	Claire Sweeney McDermott	clairessweeney@gmail.com	(513) 470-2251	Palmer McDermott
U	Kim Lake	kdeckerlake@gmail.com	(301) 751-0101	Walter Lake
M1	Pauline Hutcherson	pjhutche@gmail.com	(301) 455-6100	Charlotte Hutcherson
	Val Finamore	valkyrie.barnes@gmail.com	(240) 602-3496	Brody Finamore
M2	Alexis Geary	alexisgeary@yahoo.com	(409) 599-9030	Harrison Geary
	Danielle Lawrance	coastalfam@gmail.com	(401) 368-0317	Emilia Lawrance
I	Tracy Patton	tracypatton@gmail.com	(505) 350-3601	Ryan Patton



THE SUMMIT SCHOOL

General Information

	Melissa Segev	mtamres@gmail.com	(443) 570-6888	Jonah Segev
T1	Vicki Fox	vicki.fox24@gmail.com	(443) 790-4930	Macy Fox
	Renee Sherwood	reneemsherwood@gmail.com	(303) 257-9862	Owen Sherwood
T2	Leigh Blackburn	leighblackburn8@gmail.com	(612) 309-8070	Whitley Dowell
	Alexis Geary	alexisgeary@yahoo.com	(409) 599-9030	Connor Geary
	Christina Christian	clouisechristian@comcast.net	(410) 507-3754	Laura Christian

PARENT COMMUNICATION

Parent/school written communication is conducted primarily via email. Communication between school and home (notes, permission slips, order forms) may come home in the purple Parent Information folder of your student's Trapperkeeper, so a daily check is important. Student work is sent home bi-weekly (every other Friday) in a large white envelope. These papers are yours to keep unless otherwise noted. Please sign the white envelope and return it to your child's Connect Teacher.

In addition, parents will receive a weekly **SummitUP** on Thursdays. This is an email newsletter alerting you to important dates, and activities and events over the next few weeks.

In an emergency situation, parents will be notified by email, voice, and text (parent preference) via the school's Emergency Notification Service (School Messenger), for which each family is asked to provide two primary phone numbers (see our Inclement Weather Policy for instructions).

Parents are always welcome to contact the school staff by phone or email. Of course, teaching staff are usually unavailable during the instructional day. Calls will be returned within 24 hours.

OPEN HOUSES

Tours of the school are conducted by the Director of Enrollment Management, Mrs. Nancy Rhodes. Open Houses for prospective families are scheduled during the school day throughout the year. For more information, please contact the Admissions Office or check our website for dates. www.thesummitschool.org.

INTERSCHOLASTIC SPORTS PROGRAM

The Summit School has an interscholastic sports program for Middle School I, T1 and T2 students. Interscholastic sports are played in the fall, winter and spring. Depending on interest, the following sports offered may include soccer, cross country, pickleball, flag football, basketball, archery, volleyball, lacrosse, and tennis.

General Information

Summit places great value on the athletics program due to the intrinsic opportunities sports and team-play provides to students for character development through discipline, perseverance, conditioning, good sportsmanship and teamwork as well as technical mastery. Summit also believes that fostering emotional maturity is a critical part of the development of our student athletes. All school rules and codes of conduct apply during all school related activities including athletics, after school programs, dances, clubs and field trips.

CONCUSSION INFORMATION

Parents are provided access to a Concussion Information Sheet through their SchoolAdmin student account. Each family is required to review the information and acknowledge review of the material via School Admin at the beginning of each year. If the acknowledgement of review is not on file, students will not be allowed to participate in the athletics program until the parent has verified review of the information.

SPECTATOR PROCEDURES

Students may only attend an athletic game as a spectator if a parent or another adult is supervising them. If you are taking your child to a school game, we ask that you pick him or her up at regular carpool time and come to the field in time for the start of the game. Your student cannot stay at school beyond carpool time. We do not have the capability to supervise students from the end of the school day at 3:25 to when the game begins at 4:00 pm. If an adult other than the student's parent will be supervising them, we need to have a paper trail by 12:00 noon on game day - no exceptions. The correspondence needs to have the following components:

- Child's name
- Parent's name
- Parent's cell phone
- Parent's day time phone
- Parent's email address
- Person with whom the child will be attending the game
- Relationship to student or school
- Person's cell phone
- Person's day time phone
- Person's email address

Please be sure to discuss these procedures with your student so that they do not make plans in school that we cannot allow. We want to facilitate a big cheering squad for our athletes, but we must ensure that all students are safe. Therefore, if the above procedure is not followed, we will have to regretfully inform your student that he or she will not be able to attend the game and cheer for their schoolmates.

Student Injury Policy

This policy outlines the procedures regarding student injuries that impact participation in Physical Education (PE), Recess, and Interscholastic Sports. It aims to ensure the safety and well-being of all students while adhering to health and safety guidelines.

General Information

Medical Documentation Requirement

For student injuries that prevent participation in Physical Education (PE), Recess, and Interscholastic Sports, such as but not limited to broken bones, sprains, and concussions, a note from a healthcare provider is required.

Return to Physical Activities

For a student to return to regular physical activities, such as PE and Recess, a note from a healthcare provider is required to confirm the date of return to normal activities. This note must be submitted to the school nurse or Mrs. Randall, Director of Education, before the student resumes physical activities.

Policy Details

The note from a healthcare provider must clearly state:

- The nature of the injury.
- The date of the injury.
- The date of release to return to normal activities.
- Any restrictions or limitations on physical activities.
- The healthcare provider's signature and contact information.

Procedure for Submitting Healthcare Provider Notes

1. Parents or guardians are responsible for providing the note from a healthcare provider to the school nurse or designated school official.
2. The school nurse or designated school official will review the doctor's note and ensure it meets the policy requirements.
3. The student's participation in Physical Education (PE), Recess, and Interscholastic Sports will be restricted until the required documentation is received and approved.

Safety and Well-Being

The school prioritizes the safety and well-being of all students. This policy is in place to ensure that students return to physical activities when it is safe and appropriate for them to do so, based on professional medical advice.

SUMMER CAMP AND SUMMER TUTORING

Students in grades 1-8 are encouraged to attend Camp Summit during the month of July. All students receive intensive academic work in Reading, Math, and Oral/Written Expression in the morning (55-minute academic sessions). Afternoons are devoted to fun and creative activities. Summit families receive information and registration for camp in January. Registration and a \$100 deposit is due when registration opens to ensure a place for the student. Camp is open to the community as well as to Summit students. However, because enrollment is limited, Summit families are always given the first opportunity to enroll their student before camp registration is made available to the outside community. All Summit students require academic instruction during the summer. Summit families who choose not to enroll their student in camp are required to arrange summer tutoring

General Information

services for their student. Additional summer programs may be offered including programs for boosting math skills, writing, and organization/time management.

SUMMIT RESOURCE CENTER

Summit Resource Center (SRC) provides diagnostic testing and tutoring services to Summit families and to those outside the Summit community. Tutoring is available in Reading/Spelling, Written Expression, Mathematics, Study Skills, Homework and Time Management. Other services include professional development and parent education. Contact the Summit Resource Center for more information at SRC@thesummitschool.org or 410-798-0005.

GRADUATION DAY

Every Summit student is expected to attend our graduation ceremony. This is one way that we teach our students to support each other in developing a sense of community. Our eighth graders are role models for the rest of the school and we show them our respect by having all other students attend. Even our younger students do an excellent job sitting, observing and being part of the process, and as always, we thank you for your support.

ATTENDANCE POLICY

At Summit, we consider regular attendance to be an essential part of a student's academic success. Consistent engagement in the classroom environment is critical for all students to achieve their full potential. This policy outlines our attendance guidelines and expectations.

Maryland law requires that all children between the ages of 5 and 18 attend school regularly. We are committed to supporting our students in meeting this requirement.

Absences Due to Illness

We understand that children may become ill and need to miss school. For absences due to illness lasting more than three consecutive school days, we require a doctor's note to verify the absence. This note should be submitted to the school office upon the student's return.

Religious Holidays

We recognize that families observe religious holidays that may fall on school days. Please notify the school office in advance of any planned absences for religious observances so we can properly record the absence.

Chronic Absences and Reporting

We are legally obligated to report chronic unexcused school absences to the appropriate authorities. Chronic absences are defined as any student missing 10% of the school year, which is equivalent to 18 days. <https://www.peoples-law.org/truancy>
<https://www.peoples-law.org/compulsory-school-attendance>
<https://mgaleg.maryland.gov/mgawebwebsite/laws/StatuteText?article=ged§ion=7-302&enactments=false>

Excused Absences:

- Death in the Family: Bereavement due to the passing of a family member.
- Student Illness: When a student is unwell and unable to attend school.
- Wellness Visits: Doctor, dentist, etc.
- Hazardous Weather Conditions: Weather that poses a risk to a student's health or safety during their commute to and from school.
- Religious Holiday: Observing a recognized religious holiday.
- Lack of Transportation: Unavailability of a means for the student to get to school.
- High School Shadow or Testing Days

Potential Retention Due to Excessive Absences

Students who miss 20% of the school year, equivalent to 36 days, may face retention. We encourage families to prioritize school attendance and work with us to address any attendance challenges.

Attendance Tracking and Communication

We maintain detailed attendance records for all students. If we notice a pattern of absences or if your child is approaching the thresholds for chronic absence or potential retention, we will communicate with you directly to discuss concerns and develop a plan to support improved attendance.

Importance of Consistent Attendance

Consistent attendance is vital for maintaining academic progress and fostering a strong sense of community. We appreciate your partnership in ensuring your child's regular attendance at The Summit School.

ARRIVAL TIME

Carpool arrival is between 8:10 am and 8:20am. At morning arrival parents remain in cars with students in the carpool line. Students may be let out of cars at 8:10 am. when a teacher or staff member indicates they may exit their cars. They then wait outside the main classroom building until 8:20 am. If the weather is inclement, students enter the main building and wait inside the front hallway. Otherwise, students do not enter any building before 8:20 am. Teachers are occupied with organizing morning work and may not be in Connect Time locations. We are prepared to monitor students in the school building after 8:20 am, and outside at 8:10 am.



DISMISSAL TIME

We cannot adequately supervise students habitually left past dismissal. We ask parents to be sensitive to the pickup time for students (3:25 pm on M/T/Th/F and 12:30 pm on Wednesday). Teachers have meetings and planning sessions after school, which leaves the front office to watch over students. Unless special arrangements have been made through the administration, PLEASE adhere to the schedule. Please call if you expect to be late.

TARDINESS

On time arrival for school is considered of the utmost importance. Connect time is scheduled to begin at 8:20 am and end at 8:40 am each day. It is intentionally designed to teach and reinforce executive functions skills at every grade level. Students are directly supported in maintaining an effective and organized approach to the day ahead. This is a critical need for many of our students. This important time is negatively affected when students do not arrive on time. Connect time is as important as class time. When a student misses Connect Time, they miss the consistent instruction in “student skills.” These skills often make the difference between a successful school career and one that is difficult and frustrating.

Except for traffic reasons or family emergencies, we do take note when children are chronically late and we will contact you to encourage a more consistent pattern of on-time arrival each day.

LATE ARRIVAL CHECK-IN

Students are considered tardy after 8:25 am. Parents of students who arrive late to school are required to come to the main school building with their student to sign in before the student is permitted to proceed to class. It is unacceptable for a parent to allow their student to enter the buildings, with or without teacher escort, until the parent has signed the student in. Teachers are prohibited from allowing a late student to enter the school building until the parent has signed the student in. If necessary, the student will be walked back to the car and the parent asked to come to the house or main school building to check their student in. Safety, as well as accurate attendance record-keeping, is compromised when the check-in process is bypassed. Compliance is expected.

EARLY PICK-UP

If a student must be picked up early on a school day, the Connect teacher must be informed in writing or an email must be sent. A student is not allowed to wait outside of the building for the ride. The designated driver must come into the school and sign the student out of the building. We will have your student ready at the appropriate time requested.

SCHOOL TRANSPORTATION

Options for school transportation vary. While many families find it convenient to form carpools, other parents choose to drive their students each day, and some families pay a private transportation provider. A private transportation provider offers exclusive school transportation service to the families of The Summit School, with routes at convenient pick-up points in Anne Arundel and Prince George's counties. Families who choose this service contract directly with the transportation provider and all business transactions are made through the provider. If you are interested in this particular school transportation service, you may call the school and we will provide the information to you.

PICK-UP BY AN UNAUTHORIZED ADULT

If a child is to be picked up by someone other than their parent or the usual carpool, a written note must accompany the student the morning of the day on which the change of plan occurs, or an email must be sent to the office no later than the morning of the change in pick up plan. This is a legal issue.

AFTERNOON CHANGES DUE TO SPECIAL ARRANGEMENTS

When your student attends a field trip that changes the pickup or drop off arrangements for the county bus, taxi cab, carpool or other provider, we will rely upon you to contact the transportation service responsible for your child. Therefore, if your student spends the night at someone else's house or has an overnight from school, you must inform the driver of the bus/cab/carpool/transportation service of these changes. In addition, an email must be sent in advance or a note must accompany the student in the morning notifying us of the change.

CARPOOL ROUTINES & SAFETY**MORNING:**

- Arrive between 8:10 am and 8:20 am.
- Enter building at 8:20 am.
- Early arrivals please wait in cars until 8:10 am when an adult is available for supervision.
- Students are considered tardy after 8:25 am.
- When students arrive after 8:25 am, a parent must sign them in at the school. No staff member will be outside to greet children after that point. All doors are secured at 8:25 am, in accordance with our secure campus policy.
- When waiting in the carpool line, please do not pass cars in front of you if your child has exited your car. Your patience will prevent potential injuries and fender-benders in the carpool lane.

AFTERNOON:

- Dismissal begins at 3:25 pm
- Vans and buses dismiss first. Please begin the carpool line in front of the main school building. The first car pulls up to the mailbox, leaving room for vans/buses to pull ahead to the House parking lot so that vans and buses are able to exit first.
- When vans and buses have pulled away, the first car in line may proceed to exit down the driveway.
- When a parent/driver needs to come into the school building, please park in the parking lot.
- The fire lane in front of the school building must be kept open.
- CELL PHONES: Please end cell phone conversations before proceeding into the carpool line. This is an important safety consideration.
- Carpool changes must be made in advance by noon of the day in question.
 - Please send a note or email to the office regarding changes.
 - Van and Bus Riders: Changes in pick-up for van and bus students must be cleared by the parent through the van or bus driver.
- Students must be picked up at 3:25 pm on M/T/Th/Fri and at 12:30 pm on Wednesdays.

General Information

Carpool Safety: The afternoon carpool line should start forming at 3:15 pm (M/T/Th/F) and at 12:15 pm (W) respectively. Safety concerns arise when the carpool line begins to form before the designated times, as students and staff may be moving across the campus. Additionally, a lengthy line of cars created by early arrival often extends onto Route 214 resulting in traffic congestion. If you arrive prior to 3:15 pm, please back into a parking space until 3:15 pm. After you have picked up your student(s), please remain in the car line. Do not pull around other vehicles.

IN THE EVENT OF A CARPOOL EMERGENCY

The carpool driver is responsible for contacting the parents within the carpool and the school when an emergency arises which affects student transportation to and from school. Calls from anxious parents can be avoided when they are kept informed by the carpool driver. Additionally, when the school is informed it prevents causing panic for students who are waiting for a ride home.

HOMEWORK ENRICHMENT

Summit offers an after-school program Monday, Tuesday, Thursday and Friday from 3:25 pm. to 5:30 pm referred to as Homework/Enrichment. Parents may register students for four days or for two days. If registering your student for two days, the exact two days must be specified. Registration information is available in SchoolAdmin.

Enrollment is on a first-come basis and may be limited to 25 students. Others will be placed on a waiting list, with possible added enrollment as staffing permits. Late fees will be charged for students who are picked up after 5:30 pm. A \$15 fee will be assessed for every 15 minutes of tardy pick-up.

The first hour is homework time. After a light snack provided by the school, students are supervised as they complete homework assignments, work on projects or study during this period. During the second hour, students participate in recreational activities, with outside play preferred, weather permitting.

Homework/Enrichment is unable to accommodate "drop-ins." There is no after school Homework/Enrichment on Wednesdays or on other half-days. All students must be picked up by 12:30 pm when half-days occur. Parents who need to reach the Homework/Enrichment program after the school office has closed at 4:00 pm are asked to call Mr. Davis at 410-979-179.

THE SUMMIT SCHOOL ACADEMIC HONESTY POLICY

At The Summit School, we are committed to nurturing the values of integrity, responsibility, and ethical behavior among our students. Academic honesty is an essential foundation of our educational community, ensuring that every student's achievements are a true reflection of their individual efforts and abilities. All students have the right to enjoy school, to achieve academic success, and to be treated fairly and with respect by adults and peers at all times. In order for students to be successful in school and for school to function effectively, all students are expected to meet certain responsibilities and standards of behavior, and to comply with school policies, classroom rules, and state and federal laws at all times. Behavior that interferes with the educational process or violates the rights of others will not be tolerated.

1. **Definition of Academic Honesty:** Academic honesty at Summit encompasses the following principles:
 - a. **Original Work:** All assignments, projects, and assessments submitted by students must be their own original work, free from unauthorized collaboration or assistance including the use of generative AI.
 - b. **Proper Attribution:** Any external sources, including text, ideas, images, or data, used in assignments or research must be appropriately cited and referenced.
 - c. **Respect for Others:** Students must respect the intellectual property of others, including fellow students, educators, and authors.
2. **Responsibilities of Students:** Students at Summit are expected to:
 - a. Complete assignments independently, unless collaborative work is explicitly permitted by the teacher.
 - b. Clearly attribute and cite all sources used in their work, following the citation style guidelines provided by teachers.
 - c. Seek clarification from teachers if unsure about proper citation or use of sources including generative AI tools.
 - d. Maintain the confidentiality of assessments, tests, and assignments, refraining from sharing or distributing them without authorization.
 - e. Uphold the principles of academic integrity within all aspects of their academic endeavors.
3. **Responsibilities of Teachers:** Teachers play a pivotal role in fostering a culture of academic honesty by:
 - a. Clearly communicating expectations and guidelines regarding citation, collaboration, and the use of external sources including specific guidance on generative AI use.
 - b. Provide guidance on proper citation formats and techniques.
 - c. Design assessments and assignments that encourage critical thinking, creativity, and originality.
 - d. Promptly address any instances of suspected academic dishonesty and engage in a fair and unbiased investigation.
4. **Generative Artificial Intelligence Use:** The Summit School aims to create 21st century ready classrooms that incorporate technology and digital literacy based curriculum including the development of a more AI-aware classroom, empowering students to be critical thinkers, ethical decision-makers, and innovative problem solvers. To achieve this, the school will:
 - a. Provide age-appropriate AI education
 - b. Promote ethical AI use
 - c. Foster critical thinking and emphasize creativity
 - d. Build collaborative AI projects that also support diversity and inclusion
 - e. Prepare students to interact with AI in a safe, thoughtful, intelligent way.
 - f. Remain dynamic in developing or editing AI policies to match current tools and trends.

5. **Consequences of Academic Dishonesty:** Instances of academic dishonesty are taken seriously and may result in consequences such as:
- Receiving a reduced grade for the assignment or assessment in question.
 - Having a discussion with the teacher or academic advisor about the importance of academic honesty.
 - Engaging in educational activities focused on ethical conduct and responsible scholarship.
 - Repeating the assignment or assessment with no opportunity for grade improvement.
 - In cases of repeated or severe violations, further disciplinary actions may be taken, as outlined in the school's disciplinary policy.
 - Please note:** Summit does not regard any work produced, even in part, by generative AI tools to be independent work. The use of generative AI on any assignment requires teacher permission and it must be cited. Failure to disclose the use of generative AI will be considered a violation of our honor code.

****Note:** The Summit School recognizes AI as an effective tool for learning and strives to incorporate this new technology into our curriculum without enabling it as a substitute for academic work. **All** parts of The Summit School Academic Honesty Policy are subject to periodic review and alignment with the school's values, educational practices, and evolving standards of integrity.**

SUMMIT STUDENT HONOR CODE

At The Summit School, we hold ourselves to the highest standards of academic integrity and ethical conduct. Our Honor Code serves as a testament to our commitment to uphold these principles and contribute positively to our educational community. Summit students stay on **TRACK!**

Trustworthy-

A trustworthy person is reliable, responsible, and can be trusted completely.

Respect and Responsibility-

A respectful person is kind and polite to others and treats others the way they would want to be treated.

A responsible person is someone who can be trusted to do what is right or do what is expected.

Attention-

An attentive person keeps their eyes, body and brain in the group plan and thinks about the needs of others.

Control (Self-Control)-

A person shows control when they keep their body in their own space and make sure it's their turn to talk before they speak.

Kind-

A kind person thinks about others thoughts and feelings and likes to make others feel supported.

Guiding Principles of Academic Honesty:

Originality and Independence: I will complete my assignments and assessments independently, without unauthorized assistance.

School Policies

Citation and Attribution: I will properly attribute and cite all sources used in my work, adhering to the guidelines provided by my teachers.

Respect for Intellectual Property: I will respect the intellectual property of others and refrain from plagiarism or unauthorized use of their work.

Confidentiality and Fair Play: I will maintain the confidentiality of assessments, tests, and assignments, and engage in fair and honest competition.

Responsibility and Accountability: I will take ownership of my actions, admit mistakes, and learn from them, seeking to grow as a responsible and ethical scholar.

By adhering to this Honor Pledge and embodying the principles of academic honesty, I contribute to the creation of a community that values integrity, fosters personal growth, and upholds the ideals of trust, respect, and self-discipline.

APPLICATION FEE/TUITION POLICY/STUDENT ACTIVITY FEE

Application Fee: When a family applies to The Summit School, a non-refundable application fee of \$110 is submitted with the application. This processing fee includes a review of the application and the student's diagnostic information.

Deposit & Tuition: Once a student is accepted to Summit, a \$3,500.00 deposit (\$5,000 if after July 1) is required with the signed enrollment contract. The non-refundable deposit is due in the spring of each year by the date set forth by the Business Office. There are three tuition payment options available: payment in full, semi-annual payments, or nine equal monthly installments per the dates specified by the Business Office. All tuition payments must be remitted through the FACTS tuition management company.

Continuous Enrollment: When a student first joins The Summit School, the family signs a continuous enrollment contract. Each winter the family will receive a Contract Addendum for the upcoming school year, outlining tuition and associated fees. If withdrawal becomes necessary, the Executive Director shall be notified in writing. Notification of withdrawal on or before July 1 will result in a loss of the non-refundable deposit only. If a student is withdrawn after July 1 but prior to the opening of school, one half of the full year's tuition and fees will be owed with payment due no later than thirty (30) days from the date of withdrawal. If a student is withdrawn or dismissed by Summit after the opening of school, the full year's tuition and fees must be paid no later than thirty (30) days from the date of withdrawal.

Tuition payments must be kept current. Student reports and records will not be released and parent-teacher conferences may be postponed until all accounts are current.

Student Activity Fee: Each year \$150 of the student's tuition is automatically deposited from tuition into the Student Activity Fund. This fund is used to cover student field trips, cultural events and performances, as well as associated costs.

RE-ENROLLMENT

All financial accounts, including past-due library books, must be current in order to be considered for re-enrollment. Progress reports, report cards and interim reports will be withheld and parent conferences may be delayed if an account is in arrears. Contact the Business Office about payment options or for more information.

FINANCIAL AID

Financial aid will be available based upon each family's assessed need and the availability of funds. Financial information must be provided online with FACTS tuition management company, by March 30. Any applications received after that are subject to availability of funds. Additional requirements for need-based financial aid are shared with applicants in the application process.

RECORDS RETENTION POLICY

During the school year, parents are provided copies of their student's school reports, which includes: report cards for Middle school students, progress reports for all students, and summary of test scores when testing is administered. We ask parents to retain copies of their student's school reports for their records and for future use, if needed. Summit's records retention policy extends to a period of ten (10) years from the student's exit date. At the end of the 10-year retention period, records will be destroyed. The disposal process and methods will preserve the confidentiality of documents.

PARENT ACCESS TO STUDENT EDUCATIONAL RECORDS

Parents have the right to inspect and review any and all data contained in their child's school file, with the exception of teacher recommendations when they are requested from schools to which a student is applying (e.g., teacher recommendations for high schools). School recommendations are confidential and we are not permitted to share them with parents. The full policy concerning parent access to student educational records is available upon request.

INCLEMENT WEATHER POLICY

In the event of inclement weather, every effort is made to open school. Summit will make an independent decision to close or delay school, as we are able to control access to our campus more easily than a large public school system, although decisions made by school systems in the area will be taken into consideration. Therefore, always check the school's message systems between 5:45am and 6:15am during inclement weather events. Announcements are also made by email, sms message, robocall, and posted on the school website. If travel conditions are unsafe, we will not put drivers and students at risk, and we defer to parental discretion regarding travel conditions and safety decisions.

Inclement Weather School Closings: Summit is required by the State to hold 180 days of school in each school year. When inclement weather results in a school closing, we are sometimes able to make up the day/s by having school open on a day that was planned as a holiday on our school calendar. However, when those days are exhausted, we may need to extend the school year by one day for each additional snow day. We will always communicate the details as soon as possible when calendar changes are made.

The pandemic has provided an opportunity to use technology to our benefit with respect to snow days. We may institute virtual learning when school is closed due to inclement weather or due to unforeseen school closure. We may choose to utilize virtual learning on school closing days to maintain continuity of learning. Summit leadership will communicate when virtual learning will be implemented on a school closing day, and provide clear expectations and procedures for the virtual learning day.

In order to receive phone calls from Summit announcing inclement weather decisions, it is important for each family to provide two primary phone numbers. Please see "Check your phone" below if you have not yet provided phone numbers to receive school emergency notifications.

During inclement weather you can stay informed of The Summit School's decisions to open or close school in these ways:

1. **Check our Summit website** - www.thesummitschool.org for announcements related to inclement weather.
2. **Check your email** - we send an email blast to all parents, faculty and staff immediately after posting on our website.
3. **Check your phone** - The school's Emergency Notification Service (School Messenger) will send SMS messages and deliver robo-calls to the two phone numbers you provided in School Admin upon registration.

Our goal is to post all notices by 6:15 am.

If school is opened two hours late on a Wednesday (usually a half day for students), all students are encouraged to attend. We will still hold classes until 12:30pm, the usual Wednesday dismissal.

Parents of students transported by County buses should contact the school system's transportation division for clarification of nonpublic policies for bus transport during inclement weather, and plan accordingly. If Summit does not close early, please try to avoid disrupting your child's program with early pick-up. Parental discretion is expected.

POLICY FOR TRANSPORTING STUDENTS

Transportation for field trips or other off-campus activities will be provided by private transportation companies which have been screened and authorized to transport our students. Occasionally, authorized staff may be used to transport small groups for off-campus excursions.

Parents who transport students (off campus for field trips or sports activities) must provide a copy of their driving record, current driver's license and a copy of insurance information, and must adhere to the following during the transport of children:

School Policies

- No cell phone usage
- No smoking
- Obey the speed limit

STUDENT TECHNOLOGY AND INTERNET USE POLICY (STIUP)

Dear Summit School Parents,

Please follow the directions below to help your child complete Summit's Student Technology and Internet Use Policy. If you have any questions please feel free to contact Ian Walsh, Director of Information Technologies, at ian.walsh@thesummitschool.org.

Please pay careful attention to the sections in *italics*. They pertain to mobile devices.

- 1) Please read and review the document with your child.
- 2) The student should sign and return the Student portion. (page 6)
- 3) The parent should sign and return the Parent portion. (page 7-8)
- 4) The signed portions of the STIUP should be completed in School Docs prior to the beginning of school. Students must have completed and submitted the STIUP to be able to use Summit's Technology resources for the 2025-2026 school year.

Purpose

The Summit School provides technology resources and internet access as a part of its educational program consistent with its mission. Summit's goals are to facilitate access to resources, improve communication, and encourage innovation through appropriate and acceptable use of technology and the internet. This Policy is intended to promote appropriate, effective, safe, productive, and instructionally sound uses of technology, networked information, the internet and communication tools. Students shall comply with this policy, at all times, when using technology and the internet at Summit. This Policy shall also apply to computer and internet-related activities conducted off-campus if such activity could adversely affect the privacy, safety, or well-being of another student, any other member of the Summit community, or constitutes behavior adverse to the best interests of the school.

Limitation

Summit takes all reasonable precautions to restrict use for and access to objectionable material online. Therefore, Summit reserves the right to block any inappropriate content that may negatively impact students, other members of the Summit community or the academic performance of students. Summit cannot guarantee that network and internet services will be without error and shall not be liable if any inappropriate material is accessed. Summit shall not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission, the accuracy or quality of information obtained through the network or internet, or for any financial obligations arising from unauthorized use of the internet.

Expectations and Responsibilities

Acceptable use of Summit's technology, the network, and the internet shall be supportive of the school's education program and the school's mission. Students shall be ethical, respectful, and academically honest

when using technology and the internet. Acceptable technology and internet use shall include but not be limited to the following:

Online Behavior

- All online communications shall always be ethical, respectful, and academically honest in compliance with this policy.
- If a student is uncertain whether a specific computer activity or online use is acceptable or appropriate under this Policy, the student shall ask a teacher, the Director of Information Technologies, Director of Education, or the Executive Director before engaging in that activity.

Privacy

- Students shall respect the privacy of others throughout the Summit network and internet, and shall not share or access others' folders, files, data, or any other information whatsoever without authorization.
- Summit shall have the right, at all times, to view any data, email, logs, files or any other information whatsoever that exists on a student's computer or the network without the knowledge or prior consent of the student. Summit shall also have the right to remove any of the aforementioned materials and/or information, from a student's computer or on the network without the knowledge or prior consent of the student.
- Students shall not share or post online personally identifying information or any other information, including but not limited, to addresses, phone numbers, email addresses, photos, videos, etc. about another student or any other member of the Summit community.
- Students shall not make audio or video recordings of themselves, another student, or any other member of the Summit community without permission of a teacher or the Executive Director.

Use of School Technology Resources

- Students shall not play games, instant-message, or access social networking sites, music or videos at school, unless it is part of the curriculum and is authorized by a teacher, the Director of Information Technologies, Director of Education, or the Executive Director.
- Students shall be responsible for maintaining and backing up all of their own files and data. (Important files should always be stored in at least two locations, such as on the school network, Summit's Google Drive and on an external storage device.)
- Students shall only use computers and Summit's network space for school-related activities.
- Students shall not use Summit's technology resources for commercial activity or to seek monetary gain.
- Students shall not perform any act which could negatively impact the operation of Summit's computers, printers or network.
- Students shall not use, store or transfer software used primarily for hacking, eavesdropping, or rogue network administration.

Inappropriate and/or Obscene Materials

- Students shall not search for, view, or download any material that is inappropriate and/or offensive. Inappropriate and/or offensive material includes, but is not limited to, lewd, pornographic, violent, hateful, discriminatory, anti-social, disrespectful and/or academically dishonest material.
- If a student mistakenly accesses inappropriate and/or offensive information, the student shall immediately notify a teacher, the Director of Information Technologies, or the Executive Director

Copyright & Plagiarism

- Students shall properly cite and provide credit to any resource that is used for any purpose.
- Students shall not plagiarize from any source. Plagiarism is taking someone else's writing, images, or idea without providing credit and presenting it as one's own.
- Students shall not copy, save, or redistribute copyrighted material, including but not limited to, written material, files, music, software, etc., except for "educational fair use" as defined by a teacher or the Director of Education. Students shall assume that all material is copyrighted unless it is stated clearly to the contrary.

Email

All students will be issued a Summit School email address. This email address is restricted and monitored. Only emails originating from The Summit School (teachers, other students) can be sent and received by student accounts.

Mobile Devices

For the purpose of this agreement, unless further explained, the words "mobile device" mean any privately owned piece of electronic equipment, including laptops, Chromebooks, tablets, iPads, gaming devices, smart watches and cell phones.

- 1) Any student who wishes to bring a personally owned mobile device to Summit must read and sign this agreement.
- 2) The student takes full responsibility for his or her device and its security. Summit is not responsible for lost, stolen, or damaged devices.
- 3) Summit reserves the right to inspect a student's mobile device if there is reason to believe that the student has violated this agreement.
- 4) Violations of the guidelines or policies in this agreement may result in the loss of use of the device in school and/or disciplinary action. If the device is confiscated, it will be given to Mrs. Randall or Dr. McCarthy and only released to a Parent/Guardian.

Guidelines for cell phones, headphones, and personal gaming devices:

- 1) Cell phones and other devices must be kept in the student's locker or backpack for the entire school day. No phone calls, texting or cell phone app use is permitted at school.

School Policies

- 2) If given specific permission by a teacher to use a phone for music listening purposes, students should only listen to music from their own device.
- 3) Wearing headphones (including AirPods) is only permitted during teacher-approved, school activities. Headphone use outside of class, including in the hallways, is only allowed with special permission from the Director of Education or Upper School Coordinator.
- 4) Using a phone's mobile data connection and hotspot functionality to bypass Summit's campus web filters is not permitted. Hot spots should not be used on campus.

Guidelines for smartwatches:

- 1) Smartwatches, such as Apple Watches, are not permitted to be used during school hours for any purpose except tracking time. Messaging and other apps are not be used via a Smartwatch during school hours.
- 2) Smart watches must be placed on "School Mode" during school hours.

Guidelines for laptops, Chromebooks, iPads:

- 1) These devices should only be used during class for academic purposes only. They should NOT be used during lunch/recess or during transitions. If a student wishes to use a device during lunch/recess for reading or other academic reasons, they may choose to attend choice study hall.
- 2) When accessing the internet at Summit from these devices, students are only permitted to use Summit's content filtered Wifi network. Devices with the ability to access 4G cellular data networks shall not be used with those networks while on campus.

Compliance with and violation of this Policy:

All students are expected to comply with this Student Technology and internet Use Policy. In general, any violations of The Summit School policies for internet/technology/electronic device usage may result in a school suspension or dismissal from The Summit School depending upon the nature of the violation. The second violation of this rule can result in suspension. To that end, students and their parent(s) shall sign and date a written statement, provided by Summit, affirming that they have read and understand this Technology and Internet Use Policy, agree to comply, and understand that violation of computer-related activities conducted on or off campus could result in disciplinary action to include suspension and/or dismissal from Summit.

FOR THE STUDENT TO SIGN and RETURN TO SCHOOL:

The Summit School Student Technology and Internet Use Policy Student:

This is to affirm that I have read the attached Student Technology Use Policy, agree to comply, and understand that a violation of computer-related activities conducted, on or off campus, could result in disciplinary action to include suspension and/or dismissal from Summit. I further understand and agree that I am responsible for taking care of Summit's technology resources and backing up my files.

Signature/Date

Print name

FOR THE PARENT(S) TO SIGN and RETURN TO SCHOOL:

The Summit School Student Technology and Internet Use Policy (Please sign and return to school)

Parent/Guardian: This is to affirm that I/we have read the attached Student Technology Use Policy, agree with same, and give permission for my/our child to use Summit's technology resources in accordance with this Policy which I/we have discussed with my/our child. Prior to signing below I/we attest that I/we have instructed my/our child regarding the importance of complying with this Policy, at Summit and off campus, and that I/we as parent(s) have agreed that my/our child shall follow this Policy.

I/we recognize and understand that Summit cannot guarantee that network services will be without error. I/we shall not hold the school responsible for any data loss or interrupted service caused by malfunction, negligence, error, or omission. I/we also release The Summit School, and its employees, from any and all claims, liability, and damages of any nature arising from my/our child's use of, or inability to use, the network or internet.

I/we recognize the school cannot guarantee restricted access to inaccurate, inappropriate, or controversial materials online. I/we shall not hold the school responsible for materials acquired on the network or internet. I/we recognize the school cannot guarantee appropriate use of the internet. I/we also shall not hold the school responsible for financial obligations arising from the unauthorized purchase of any products or services by my/our child over the internet.

Signature	Date
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Print Name

Signature	Date
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Print Name

STUDENT CHROMEBOOK USE AGREEMENT (for 1st-4th GRADE STUDENTS)

The Summit School reserves a school owned Chromebook for each 1st-4th grade student to use while on campus. Each Chromebook will only be used by the student it's reserved for and the device will stay on Summit's campus for use during the school day.

1) The Chromebook is owned by Summit but the student is partly responsible for the care of the device while at school. Students will be shown the proper technique to carry and charge the device as part of their school day. The student, with the assistance of their Connect Time teacher, will be responsible for charging the device in their Connect Time room before leaving school each day.

2) The device is provided with a protective case which should remain on the device at all times.

3) If you have problems with your Chromebook, notify Mr. Walsh, Mr. Davis, or your teacher immediately, so the issue can be resolved.

4) In the event that the device is damaged by the student while at school due to improper care, the student will be responsible for the repair cost for the device, up to \$200.

5) Food and liquids should be kept away from the Chromebook at all times.

6) The Chromebook is to be used for educational purposes only at school. Students may use the internet or email only when instructed by a teacher. Gaming, messaging, using social media or watching videos are not allowed at school unless associated with a class and supervised by a staff member. The Chromebook or its applications may not be used to harass or bully others at any time. Online communication is more permanent than spoken conversations. Students should be aware of the potential for their messages to be shared and/or misinterpreted by individuals other than the intended recipients.

7) Students must be logged into their Chromebook with their Summit Google account while at school. No personal accounts permitted.

8) Wearing headphones or earbuds in class is only permitted during teacher-approved, school activities. Use outside of class, including in the hallways, is only allowed with special permission from the Director of Education or Lower School Coordinator.

9) Apple Watch, and other wrist worn smart devices, may only be used for time tracking purposes. Using these devices for messaging, gaming, or other entertainment activities is not permitted and will result in the immediate loss of wearing privileges. Wrist worn smart devices must be placed on "School Mode" during school hours.

10) Passwords will be issued during the first week of school. Only the student, Summit staff and parents should know your password.

11) Students will be issued Summit email addresses. These email addresses are restricted in that they can only be used to send and receive email from other Summit email addresses. All other email to and from the account is blocked. This includes email from parent accounts.

12) While using the Chromebook on Summit's campus, Summit employs network-wide content filtering to limit access to content inappropriate for students. However, The Summit School is not responsible for material or content accessed with the device, on or off campus.

Student Name: _____

Parent Signature: _____

Student Signature: _____

Date: _____

STUDENT CHROMEBOOK USE AGREEMENT (for 5th-8th GRADE STUDENTS)

The use of technology at The Summit School is a privilege governed by the Student Technology Acceptable Use Policy signed by students at the beginning of the school year. Students are expected to use Chromebooks responsibly and for educational purposes in accordance with the mission and philosophy of the school as well as the Acceptable Use Policy. As such, all Chromebooks, when at school, are considered part of the school's technology infrastructure.

Summit students are expected to use Chromebooks respectfully. The following are some guidelines to make clear the acceptable uses of Chromebooks at school:

- 1)** Your Chromebook should be with you, in your backpack or cubby, or in a designated classroom space when not in use. Do not leave it unattended in a public space. Unattended Chromebooks should be given to Mr. Walsh or to another teacher if Mr. Walsh is not available.
- 2)** If you have problems with your Chromebook, notify Mr. Walsh, Mr. Davis, or your teacher immediately so the issue can be resolved. Loaners are available for Chromebooks needing servicing.
- 3)** The student's Chromebook should come to school every day with a sufficient charge to last through the school day. Chromebooks without a sufficient charge or left at home will be considered a missed homework assignment. Loaner Chromebooks will not be available for these reasons. Students are permitted to charge Chromebooks at school but must provide their own charging cable.
- 4)** The Chromebook is to be used for educational purposes only at school. Students may use the internet or email only when instructed by a teacher. Gaming, messaging, using social media or watching videos are not allowed at school unless associated with a class and supervised by a staff member. The Chromebook or its applications may not be used to harass or bully others at any time. Online communication is more permanent than spoken conversations. Students should be aware of the potential for their messages to be shared and/or misinterpreted by individuals other than the intended recipients.
- 5)** Students must be logged into their Chromebook with their Summit Google account while at school. No personal accounts are permitted.
- 6)** Photos or videos should not be taken of another student or teacher except for during teacher supervised school use when permission is given. Photos or videos of another student or teacher shall not be posted online, by a student, under any circumstances.
- 7)** Wearing headphones or earbuds in class is only permitted during teacher-approved, school activities. Use outside of class, including in the hallways, is only allowed with special permission from the Director of Education or Middle School Coordinator.
- 8)** Apple Watch, and other wrist worn smart devices, may only be used for time tracking purposes. Using these devices for messaging, gaming, or other entertainment activities is not permitted and will result in the immediate loss of wearing privileges. Wrist worn smart devices must be placed on "School Mode" during school hours.

School Policies

9) Devices on Summit's network are monitored. The transfer of inappropriate or malicious content will result in the Chromebook being barred from Summit's network. Attempts to misuse Summit's network resources or join wireless networks not authorized for students will result in loss of privileges to use technology on campus.

10) Do not use another student's Chromebook without the owner's permission.

11) Students will be issued Summit email addresses. These email addresses are restricted in that they can only be used to send and receive email from other Summit email addresses. All other email to and from the account is blocked. Email communications can be monitored and should only be used for academic tasks.

12) All passwords and passcodes (for email, Chromebook access and websites) are secret and should be kept completely private. Only Summit staff and your parents should know your passwords or passcode. If you need to change your password, see Mr. Walsh.

Student Name: _____

Parent Signature: _____

Student Signature: _____

Date: _____

BULLYING POLICY

The Summit School strives to provide an environment in which every student feels safe, and where the dignity and self-worth of every student is valued and nurtured. Such an environment allows students to feel free to take the risks necessary to explore and develop new academic skills. However, children with learning differences often struggle to develop the self-confidence needed to take such risks. Many of our students have come from school placements where they were criticized or ridiculed by peers for learning differently. The Summit School makes every effort to nurture and support the self-confidence of all of our students. Consequently, The Summit School maintains a zero tolerance for bullying behaviors.

What is 'bullying'?

Bullying can be defined as purposefully and repeatedly targeting another student, through language or behavior, with the intention of humiliating, embarrassing, and/or intimidating that student. A bully intends to hurt, threaten, or frighten his or her victim. Bullying may involve *direct* (physical or verbal) or *indirect* (psychological) attacks on a student. Direct bullying may involve hitting, name-calling, tripping, or taking or destroying a student's belongings. Indirect forms of bullying may involve spreading rumors or gossip about a student in order to isolate the victim from his or her peer group, or overt or covert exclusion from peer activities.

It is important to note that bullying involves a pattern of behavior, and not an isolated incident. Another key characteristic of bullying is an imbalance of power: a stronger child bullying someone weaker or less confident, a group of students targeting a single individual, and so on. Thus, a child with a learning difference that impacts their self-image or ability to read social cues can become a ready target for these behaviors.

Also, while most people think of bullying as something that occurs on school grounds, increasingly it occurs through emails, text-messaging, social networking or by phone contacts outside of school. Therefore, it is incumbent upon everyone in the Summit community- teachers, students and parents- to understand the seriousness of bullying for our students, the variety of contexts in which it can occur, and The Summit School's approach to the problem.

Since bullying seriously impacts both individual students and their peer group, intervening in the problem requires a 3-pronged approach: education, intervention, and monitoring/tracking.

Education

The Summit School believes that the best way to guard against bullying behaviors in the student population is to educate students about how to intervene personally when bullying occurs and to foster strong, positive relationships with their peers. To that end, students learn pro-social positive thinking. They are consistently exposed to respectful adult behavior and are required to engage with peers and adults in a kind and respectful manner.

Across the school, students meet bi-weekly in small grade level groups to discuss Social Thinking® focusing on expected vs. unexpected behaviors, perspective taking, and how behavior impacts the feelings others.

In addition, Middle School students participate in class discussions and activities that are aimed at increasing awareness of the role of pro-social behavior in achieving social success. Thus, while continuing to stress the importance of empathy, problem-solving and managing emotions, the focus is on learning and practicing communication skills, and on applying those skills in the broadening and more complex social milieu of adolescence and beyond. Issues addressed include working with others in groups, how to disagree respectfully, bullying prevention (including cyber and phone bullying), as well as

substance abuse prevention. The curriculum seeks to help students identify and avoid risks, while strengthening those skills that will protect them as they move from Summit School to a larger secondary school environment.

Intervention

If a student is found to be engaging in bullying behaviors, any or all of the following may occur:

- Parents will be contacted and apprised of the issue(s) involving their student and the school plan for addressing the behavior. The student's parent(s) will be asked to meet at the school with appropriate staff and the student to review the situation(s) and to formulate a plan for helping the student participate in the Summit community in a positive and community-minded manner. The ultimate goal of the school-parent-student dialogue is to ensure a shared commitment for the safety of, and respect for, all Summit students and adults.
- While the School cannot regulate behavior that occurs outside of school or school hours, Summit may need to address behaviors that occur outside of school hours that impact the school environment.
- These are the range of interventions that may be employed when it is determined that bullying has occurred:
 - The student may lose recess for that day, in order to begin thinking through what happened, meeting with the school psychologist, Director of Education, Director of Program Supports, Middle School Coordinator, and/or the Executive Director.
 - The student will be given an assignment requiring him/her to reflect on his/her actions and the consequences for him/herself and for the victim.
 - Parents will read and sign the reflection. If the assignment is not completed and returned with a parent's signature the following day, the student will serve a recess study hall with a designated staff member. Since home-school communication and collaboration is crucial for student learning, the reflection will be scanned and sent home electronically. In this way the parent can be fully aware of the communication and problem-solving processes engaged in by student and staff.
 - The student may be required to serve an in-school suspension, depending on the seriousness of the offending behavior. Schoolwork will be provided by the student's teachers for completion during the suspension. The length of suspension is decided on a case-by-case basis.
 - The student may be administered out-of-school suspension, depending upon the seriousness of the offending behavior.
 - The student may be expelled from school, depending upon the seriousness of the offending behavior.
 - Severe occurrences of bullying can result in legal proceedings.
 - Every effort will be made to bring the students together, with the goal of helping students communicate meaningfully to resolve the conflict, and to make a plan for how to avoid further conflicts in the future.
 - Bullying behavior can be symptomatic of other underlying causes. In such cases, the school can assist the student's family in locating and initiating therapeutic treatment to address these issues. Therapeutic treatment may be a condition for continued enrollment at The Summit School.

Monitoring/Tracking

Finally, The Summit School believes that monitoring and tracking student behavior is a crucial part of building a safe and peaceful learning environment. It is important to be aware of bullying behavior that is occurring between students, so that we can adapt intervention strategies as needed. Therefore, a number of methods are used:

- The school will consistently and systematically collect data throughout the year to keep track of how often bullying behaviors occur, and in what settings.
- This information is collected from student, teacher, and parent anecdotal reports.
- This data can be tracked by students as well as staff. This serves to create a culture of awareness and openness about bullying behaviors within student population, which then removes the veil of secrecy from such behaviors and helps create an atmosphere of 'zero tolerance' among the student population.
- Data is accessible to the school counselor, the Director of Education, Director of Program Supports, Middle School Coordinator, and the Executive Director.
- Data will be used to determine if Intervention is needed and will help inform the degree of Intervention employed.

PARENT VOLUNTEER CRIMINAL BACKGROUND CHECK POLICY

Background checks are required for all volunteers deemed responsible for student safety. This is a mandatory requirement of the Maryland State Department of Education and must be fulfilled before any unsupervised volunteer work may be performed at The Summit School. Please contact Lauren Mulcahy at lauren.mulcahy@thesummitschool.org.

COMPLAINTS POLICY/HARASSMENT POLICY

The Summit School will not tolerate harassment based on race, color, sex, gender, religion, national origin, age, disability, sexual orientation.

Parents and students are encouraged to address school issues and concerns, services or treatment, at any time with staff or administration. Confidential complaints by parents, students or staff may be made directly to the School's Board of Directors.

Additionally, Summit School expects all constituents to create an atmosphere free of discrimination and respect the rights of others. If a parent, student or staff member believes that they are being subject to workplace harassment, they should tell the harasser that his or her actions are not welcome and they must stop, if they feel comfortable enough to do so.

A parent or student or school employee who believes that they have been subjected to harassment should bring the harassment concerns to the immediate attention of the Executive Director. If the complaint involves the administration or the parent/student/employee does not feel comfortable complaining to the administration,

School Policies

a complaint may be made directly to the School's Board of Directors. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action will be taken. And, to the highest degree possible, allowing for a fair investigation, complaints will be treated with strictest confidence. A complainant shall not be retaliated against for reporting harassment or assisting the School in the investigation of a complaint.

Publicly placed students and families may contact their respective school systems. Contact information will be provided upon request.

NONDISCRIMINATION POLICY

The Summit School does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to The Summit School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Summit School's Title IX Coordinator is Clinton Kittrell, clinton.kittrell@thesummitschool.org 410-798-0005 x154.

The Summit School's nondiscrimination policy and grievance procedures can be located on our website. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the school website.

If you are in a life-threatening situation, please call 911 immediately

Luminis Health Anne Arundel Medical Center

FNE-A
2001 Medical Pkwy.
Annapolis, MD 21401
(443) 481-1200

Sexual Assault Crisis Center

YWCA of Annapolis and Anne Arundel County
1517 Ritchie Highway
Arnold, MD 21012
Hotline: (410) 222-6800

Maryland Coalition Against Sexual Assault

P.O. Box 8782
Silver Spring, MD 20907
Phone: (301) 565-2277

Rape, Abuse, and Incest National Network (RAINN)

(<http://www.rainn.org/>)
1-800-656-HOPE

RAINN provides live, secure, ANONYMOUS crisis support for victims of sexual assault and their families. RAINN's "online hotline" (online.rainn.org) is available in Spanish as well as English.

ELOPEMENT POLICY

If a student leaves school grounds or a designated area without supervision, the school will notify the parent or guardian as soon as staff determines that the student has eloped or attempted to elope. Elopement may also include leaving a supervised area on campus without permission.

For students with an Individualized Education Program (IEP), the school team will evaluate the need for a Behavior Intervention Plan (BIP) specifically addressing elopement behaviors.

CHILD ABUSE STATEMENT

The following letter is made available to every family stating that The Summit School has adopted the [Child Abuse and Neglect Policy](#) passed by the Maryland State Department of Education. Since this document is lengthy, and since each family is offered a copy at the beginning of the school year, it will not be included in this handbook. Extra copies are always available in the front office of the school.

LETTER TO PARENTS

2025

Re: Child Abuse and Neglect Policies and Procedures

Dear Parents:

Our school is committed to providing the best possible and most appropriate learning experiences for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped.

The Summit School system policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and the local police department. At all times, the intent is to protect children from harm by providing services to maintain and strengthen the child's own family.

Should you have questions regarding the information in this letter, feel free to discuss them with appropriate staff in your child's (children's) school(s).

Please be assured of our continued interest and concern for the education and welfare of students.

Sincerely,

A handwritten signature in black ink, reading "Joan A. Mele-McCarthy". The signature is written in a cursive, flowing style.

Dr. Joan A. Mele-McCarthy, CCC-SLP
Executive Director