



Summit Academy

Student and Family Handbook

Notice of Non-Discrimination and Accommodation

Special School District does not discriminate or tolerate discrimination, harassment, and/or retaliation against an individual based on race, color, religion, sex, national origin, sexual orientation or perceived sexual orientation, ancestry, disability, veteran status, age, or activity protected by federal or state law in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. Direct inquiries and complaints under this policy to Special School District's Director – Compliance Liaison, 12110 Clayton Road, St. Louis, Missouri 63131, telephone (314) 989-8100 or to the U.S. Department of Education Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, telephone (816) 268-0550, fax (816) 268-0599, TDD (800) 877-8339, email OCR.KansasCity@ed.gov Information about the existence and location of services, activities, and facilities accessible to impaired persons can be obtained from the Special School District's Director – Compliance Liaison at the phone number and address listed above.

This is a working document. In order to provide safety and security to all students, staff, sometimes policies/practices/protocols/procedures/ must be altered or changed. Any additions, deletions, or changes to this document or the aforementioned situations will result in an addendum being created and distributed to staff. All staff will sign that they received such notifications of the changes not that they are in agreement with said additions, deletions, or changes.

SSD Mission & Vision

Special School District of St. Louis County, the largest specialized education provider in the state, equips and empowers students of all learning abilities to excel to their greatest potential. This is realized through an inclusive, collaborative approach, supported by our comprehensive resources and deep expertise - all of which is centered on each student's unique needs.

Mission

To support and empower students of all learning abilities to excel to their greatest potential.

Vision

All students realize their full potential in life and learning.

Values

Equity • Commitment • Collaboration

JDC Mission

At JDC School, our mission is to provide high-quality education and supportive services to juveniles, helping them to overcome challenges, build confidence, and unlock their full potential through a holistic approach. We are dedicated to creating safe and inclusive learning environments that foster hope, resilience, and a sense of purpose for each individual to be empowered.

JDC Vision

Our vision at JDC is to provide a trauma-based, restorative, and inclusive environment where building relationships and partnerships inspire our students to engage in various research-based curricular programs to meet their full potential, while continuously analyzing our programs for improvement and growth.

SSD Schools Core Values

Student Success

We strive to actualize student potential and facilitate student success.

Collaboration

We work collaboratively with parents, students, partner districts and community resources to benefit students.

Integrity

We seek to create a fiscally responsible, honest, responsive and compassionate environment valuing and appreciating all people.

Stewardship

We are good stewards of the students, the resources and the educational initiatives entrusted to us.

Continuous Improvement

We use a systematic approach to continuously improve performance at all levels of the organization.

Equity

We use a systematic approach to ensure equal access at all levels of the organization.

Accountability

We assume responsibility for personal and organizational actions.

School Calendar

Special School District of St. Louis County 2025-2026 Courts Calendar

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY
10-11 Staff On Duty, No Students
14 First Day of Session

AUGUST
11 Staff On Duty, No Students

SEPTEMBER
Labor Day Holiday
11 Last Day of Session
12 Staff On Duty, No Students

OCTOBER
6 Staff On Duty, No Students
7 First Day of Session

NOVEMBER
7 Staff On Duty, No Students
20 School Not In Session
27 Thanksgiving Holiday
28 School Not In Session

DECEMBER
11 Last Day of Student Attendance

JANUARY
5-6 Staff On Duty, No Students
7 First Day Back In Session
19 Martin Luther King, Jr. Holiday

FEBRUARY
13 Staff On Duty, No Students
16 Presidents' Day Holiday

MARCH
13 Last Day of Session

APRIL
6 Staff On Duty, No Students
7 First Day of Session
17 Staff On Duty, No Students

MAY
25 Memorial Day Holiday

JUNE
10 Last Day of Session
11 Staff On Duty, No Students
12-19 Make-Up Snow Days

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2026						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

186 Staff Work Days
174 Student Attendance Days
12 Professional Development Days
6 Make-Up Snow Days

School not in session
Staff On Duty, No Students (Professional Development)
Make-Up Snow Days (Begin on Fifth Snow Day)

School-Wide Behavioral Expectations

	Classroom	Hallway
Be Respectful	<ul style="list-style-type: none">● Keep it G-rated● Communicate calmly● Stay on topic● Keep it positive● Treat property with respect● Wear your uniform appropriately	<ul style="list-style-type: none">● Walk silently● Treat property with respect● Wear uniform appropriately
Be Safe	<ul style="list-style-type: none">● Keep hands, feet, and objects to self● Wear uniform appropriately	<ul style="list-style-type: none">● Wait for staff before turning corners● Keep hands, feet, and objects to self
Be Responsible	<ul style="list-style-type: none">● Complete and turn in all school work● Engage in all class activities● Wait for directions before transitioning● Follow staff directions	<ul style="list-style-type: none">● Walk Single file● Keep hands, feet, and objects to self

Juvenile Detention Center School
Special School District of St. Louis County
105 S. Central Rd
Clayton MO, 63105

Welcome to the 2025-2026 School Year!

Welcome both new and returning families and friends! We are looking forward to an exciting year! Please ensure you set aside some time to review the important information in the 2025-2026 Parent-Student Handbook.

Our school hours are 8:15 am to 3:25 pm. School Office hours are from 7:00am to 3:30pm Monday through Friday. Please refer to the school calendar for information regarding school closures.

JDC School Contacts		
Office (Secretary)	Cassandra Massey	314.615.2794
Principal	Ann Hawkey	314.615.2987
Guidance Counselor	Lindsay Traffas	314.615.2670
Transition Facilitator	Lauren Rongey-Llanos	314.989.7336
Reading Specialist	Dr. Leslie McEntire	314.989.8209
Special Education Case Manager	Taylor Arno	314.615.0239

July 16, 2025

Dear Students and Families,

Welcome to Summit Academy. The administration faculty and staff are committed to helping students prepare for post-secondary goals, achieve academic goals, increase independent living, and character development. This handbook outlines basic school information, District policies, emergency procedures and the student Code of Conduct. The teaching staff will review this handbook with students. Please take time to read the information. Should you have any questions regarding the handbook or other concerns, please feel free to contact us.

Thank you for your help and involvement. As a team, we can provide a safe and strong learning environment for all students.

Ann Hawkey

Sincerely,
Ann Hawkey
Principal
(314) 615-2987

We have reviewed the contents of the 2025-2026 Juvenile Detention Center Program Handbook
I have read, understand and will support the school in implementing the Student Code of Conduct.

_____ Signature _____ Date

I understand and will follow the Code of Conduct

_____ Student Signature _____ Date

Introduction

Summit Academy is for students in St. Louis County who are in the Juvenile Detention Center. The following guidelines are provided to ensure that student learning continues to be our major focus. By following these guidelines, we can work together to achieve this goal. It is the belief of the administration that the participation of the entire educational team is crucial. Staff members, parents, DJO's, adult caregivers, additional family members, and students are involved in making decisions which impact them. Collaboration strengthens the structure of the school and increases the quality of instruction.

Curriculum

At JDC School, we utilize SSD's general education curriculum based on the state's curriculum framework and performance standards. Adaptations and modifications are made as outlined in a student's IEP or 504. A trans-disciplinary approach is used in all classrooms; collaboration with all related service providers is expected.

Discipline Referral Process

At the Summit Academy, we firmly believe that discipline serves as a means to support the growth and development of our students while ensuring a safe and enriching learning environment for all. Our intention is never to impose punishment for its own sake, but rather to equip young individuals with the necessary tools for both academic success and personal growth. We take the time to understand the unique needs of each student and approach their challenges with patience and appropriate support, aiming to enable every student to thrive.

Our ultimate aspiration is to inspire self-discipline in every student, fostering a lifelong trait that will benefit them beyond their academic years. We strive to approach student behavior without bias, acknowledging that it often arises from underlying issues or events in their lives, be it related to their disability, homes, families, peers, social media, or the community. Our approach to discipline revolves around fostering growth rather than imposing punitive measures. We consistently convey the message that all students have the capacity to make positive choices that lead to success.

Our discipline policy and practices are designed with the ultimate goal of teaching students the skills necessary to monitor and correct their own behavior, thereby ensuring an engaged and productive learning environment. We understand that maintaining students' active participation in the learning process is crucial. As a staff, we are committed to administering discipline rules consistently, fairly, and equitably.

RESTORATIVE CENTER NORMS

Purpose:

Help students gain regulatory skills, understand impact, and build empathy to be independently successful in work and life.

Our Norms:

- We are in this together
- We share needs and goals
- We utilize quiet technology to support all learning and goals
- We expect friction
- We build and rebuild our community
- We are accountable

Overview of Restorative Center Practices:

- While in RC, the students' main goal of the day is to understand the impact their behavior has on their education as well as that of their classmates.
- Once students arrive in the RC, they will receive a detailed student orientation for the purpose of clearly communicating the RC guidelines, norms, and goals.
- Student will work on regulatory skills.
 - RC facilitator will model regulation skills.
 - Students will work in these areas:
 - Self – Awareness
 - Self-Management
 - Social Awareness
 - Relationship Skills
 - Responsible Decision Making
- Impact is addressed:
 - Thought provoking questions that could be used -
 - What impact has this incident had on you and others?
 - What has been the hardest thing for you?
 - What do you think needs to happen to make things right?
 - Student in RC works on what their impact was to other(s) through think sheet process.

Conflict Resolution/Mediation through the Restorative Center:

- If a student-student or student-staff conflict is demonstrated or reported, the Administrator may utilize the Restorative Center with support from Counselor for mediation.
- Conflict Resolution/Mediation will not be “forced.” All participants must be willing to participate and one or both may remain in RR or RC until ready for processing. This will be determined by Administration and/or Counselor.
- If school is informed students are not coming due to possible conflict, one student will be brought to RC while other is brought to Admin or Counselor. Students will be given the opportunity to establish communication towards resolution.

Behavioral Threat Assessment

Behavioral Threat Assessment Each school will have an identified Behavioral Threat Assessment Team that will evaluate verbal, written or online threats made by students, families, and staff. Threats will be referred to the Behavioral Threat Assessment Team at the administrator’s discretion. The Threat Assessment Evaluation rubric will be used to determine next steps. If warranted, a Threat Assessment Action Plan will be developed and implemented.

Grades/Credits

Grade Scale:

100-90% A
89-80% B
79-70% C
69-60% D
59% or lower F

As part of the grading process at Summit Academy, attendance at school and participation is highly important in achieving credit in classes. As we are an alternative school, we have multiple options of ways to obtain credit, through direct instruction as well as credit recovery options.

IEP Participation

- Individualized Education Plan meetings will be held for you annually
- Written document that describes your child's education program
- Important to share ideas and concerns about child's education with your child's educational team in these meetings

Visitor/Observation Procedures

- District policy asks that you please call 48 hours in advance when scheduling an appointment with teachers or administrators
 - Sign in at office
 - Complete observation/confidentiality form
 - Put on a visitor badge
 - District policy limits a visit to 1 instructional period
 - District policy limits visits to once a month
 - District policies state that therapies provided by outside agencies cannot be provided at school
- Safety/Security:
- Sign in your child when dropping off or picking up in the office
 - Ensure that your child is in a staff person's custody before leaving
 - Our school entrances are locked at all times, you will be buzzed in by the office

All SSD School premises and grounds are smoke free. NO WEAPONS ARE ALLOWED ON SSD SCHOOL PREMISES AT ANY TIME

School Closing

- Inclement weather (high heat index, snowstorms, excessively low temperatures) and / or communicable disease may result in the closing of school
- If the school is closed, announcements will be posted on the Districts website and be made via email, phone, social media, and television

- SSD information line-314/989/8450 will provide school closure information
- The School Reach automated phone system will attempt to call emergency contact numbers – please make sure we have your most current number

Emergency School Closing during the School Day

- Dangerous weather or building conditions may result in the closing of school
- If the school is closed, announcements will be made via email, phone, social media, and television
- Keep the school informed of address/phone number changes
- The School Reach automated phone system will attempt to call emergency contact numbers

Reporting Child Abuse

As a mandated reporter If you suspect child abuse or neglect, call Missouri Children's Division toll-free hotline at 1-800-392-3738. Our team will be available to help 24 hours a day, 7 days a week. If you are hearing or speech impaired, call Relay Missouri at 1-800-735-2466 (voice) or 1-800-735-2966 (text). If you are mandated by law to report child abuse and neglect, you can make a report online. We encourage mandated reporters to make a report online when possible to keep the hotline open for the general public. If you suspect someone 18 or older is being abused, bullied, neglected or exploited, call the division of aging hotline at 800-392-0210. The hotline operates 365 days per year from 7 a.m. to 8 p.m. People who are deaf or hard of hearing may utilize Relay Missouri by calling 1-800-735-2466. Due to the possible need for mandated reporters to report a concern to the Central Registry Unit (CRU) during the hours of 8:00 p.m. to 7:00 a.m. (when the hotline is not in operation), Online Reporting is available for use.

If you see something, say something.

**Call the Missouri Child
Abuse & Neglect Hotline**

1-800-392-3738

Child Abuse/Neglect Hotline 800-392-3738
School Violence Hotline / 866-748-7047

2025-2026 School Year

Dear Parent or Guardian,

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. If you have any questions, you may call Esthere Scott, Federal Programs Administrator, at 314-989- 8542.

Sincerely,

Dr. Kelly Grigsby

Kelly Grigsby, Ph.D.
Executive Director of Schools and Programs
Special School District

Alternative Methods of Instruction (AMI) Plan

Summit Academy

Implementation: This plan is designed to be used in exceptional or emergency circumstances which includes inclement weather, utility outages or an outbreak of contagious disease.

Availability: AMI will be available to all students during a closure as listed above.

Attendance: AMI can be used for up to 36 hours during the school year based on the state requirements. Attendance will be tied to successful completion of course assignments taking place during an AMI day.

AMI Daily Plan:

- Summit Staff will receive communication from the summit principal with the instructional plan for AMI days. This will include instructional packets for each student currently enrolled in school.
- Classroom teachers will collect and grade the packets upon return to school the following school day.
- Special area/elective teachers will provide an activity for students to complete on the unit.
- Related services providers will provide an activity

Staff Attendance:

- Staff will attend 2 zoom check ins with the Principal at 8:30-9:00 and 12:30-1:00 on AMI days.

Student Attendance:

- Classroom teachers will determine attendance on the day of return by grading packets that have been turned in and completed by the students.
- On the day of return following AMI, teachers will send attendance to the designated staff member (secretary)by the end of the work day 3:35 pm.

Discipline Board Policies can be found at

<https://www.ssdmo.org/leadership/board-of-education/board-policies>

