



# **SUMMIT SCHOOLS'**

## **FAMILY HANDBOOK**

2019-20

# SUMMIT SCHOOLS' FAMILY HANDBOOK

## Contents

HISTORY .....	2
MISSION .....	3
VISION .....	3
SUMMIT WAY .....	3
OUR PROGRAMS .....	3
MULTI-AGE CLASSROOMS & CLASS SIZE .....	4
TUITION AND FEES SCHEDULE .....	4
ARRIVAL AND DISMISSAL TIMES .....	7
ATTENDANCE POLICY .....	7
AUTO & PEDESTRIAN SAFETY .....	8
BUILDING SAFETY .....	8
ACCESS POLICY .....	9
PARENTAL ACCESS & CLASSROOM VISITS .....	10
COMMUNICATIONS .....	10
CONDUCT AND DISCIPLINARY POLICY FOR STUDENTS .....	11
ANTI-BULLYING/ANTI-HARASSMENT POLICY .....	16
DRESS .....	17
EXTENDED DAY PROGRAM POLICY .....	17
HEALTH POLICY & FAMILY RESPONSIBILITIES .....	19
INFECTIOUS DISEASE CONTROL AND UNIVERSAL PRECAUTIONS POLICY & PROCEDURES .....	21
FIELD TRIPS .....	22
TRANSPORTATION POLICY .....	23
TECHNOLOGY CONSIDERATIONS .....	23
PHOTOGRAPHY/MARKETING POLICY .....	24
NUTRITION POLICY .....	24
HOMEWORK POLICY .....	26
LUNCH .....	26
RECESS .....	27
SHARED TIME, PRIVATE TO PUBLIC SCHOOL DISTRICT OPTION .....	27
SUMMIT PRIDE DAY .....	27
TRANSPORTATION REIMBURSEMENT FROM SCHOOL DISTRICT OF RESIDENCE .....	27
WEATHER .....	27
TOBACCO/NICOTINE-FREE SCHOOL ENVIRONMENT .....	27
EMERGENCY PROCEDURES .....	29
MANDATORY CHILD ABUSE REPORTING .....	31
EQUAL EDUCATIONAL OPPORTUNITY .....	32
STAFF AND SCHOOL CONTACT INFORMATION .....	32

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## WELCOME

Summit Schools is an alternative to public and parochial education, but even more than that, we are a close-knit community whose mission is to challenge the educational growth of each individual child. As the only independent, non-religiously affiliated PreK-8<sup>th</sup> grade school in Cedar Rapids, we enjoy our unique position and are proud of the progress our students make individually and as a whole. Our students excel because of our high expectations, multi-sensory approach to learning, attention to the individual needs and gifts of each child and a sustained focus on mindfulness.

Families select Summit Schools for their children because they place a high value on education. Our dedicated faculty continuously strives to meet the challenge of preparing students for the future in an ever-changing world and collectively create an excellent educational program that allows students to become confident, independent thinkers who demonstrate a love for learning throughout their lives.

We are proud of what Summit Schools has to offer its students and the community. We encourage you to check out all of our programs (tutoring, music lessons, summer camps, learning extensions camps and parent education) at our website, [www.summitschools.org](http://www.summitschools.org). If you have any questions, please contact us at (319)294-2036.

Sincerely,  
Paul Pressler, Head of Schools/Principal

## HISTORY

Summit and its predecessors have a long history in education. The school has undergone changes in location and management, but its aim to provide an environment rich with real-life experiences and personalized learning has remained constant. The first of Summit's predecessors, Linn Academy, was founded in 1985 by co-directors Terri Petersen and Mary Lou Erlacher. Its mission was to meet the needs of "kids in danger of falling through the cracks." By 1992, Linn Academy had tripled in size, primarily working not only with students with learning disabilities, but also students with learning differences. Its goal was to enhance learning by offering different educational opportunities for students, in effect being an innovative institution in the state of Iowa.

In 1992, Linn Academy signed a contract with telecommunications entrepreneur Clark McLeod and the McLeod Education Group. This relationship marked the first of its kind: a school joining forces with a business to improve the quality of education. During this time, McLeod Academy sought the opportunity to explore different avenues of teaching, often combining the efforts of education and technology. What they discovered during this time was "that the methods and techniques that made learning possible for the child with learning issues, also enhanced learning for all types of children." To this day, Summit operates under this very principle. Its approach is multi-sensory, emphasizing the visual, audible, and kinesthetic aspects of learning. In 1993, the school became McLeod Academy.

McLeod Academy prided itself as an alternative, not simply the plan B if public school was not meeting families' expectations. McLeod offered small class sizes and personalized learning plans for each student. In January of 1998, Clark McLeod announced the school would close after the school year's completion. It simply wasn't producing viable results for a for-profit business. Parents, students, and teachers, still fearing a lack of options, decided to keep the school open, and in June 1998, Summit Schools was founded. Summit's name was selected to reflect "the design and purpose of the organization. Summit refers to top-quality education open to anyone."

The fall of 2019 marks the start of Summit's 21st school year. Each year gives us new students, new challenges, and new experiences. In order to rise with our new challenges we reflect and transform how we approach learning. We understand our job is to prepare our students to read and to write, to add and subtract, but also to prepare them to meet the demands of an ever-changing world. We create learning experiences designed within real-life contexts. We

engage our students using art, science, reading, music, math, social studies, foreign language and technology. Teaching students to think critically, to own their education, and to never stop asking questions empowers them to develop strategies integral to their roles as lifelong learners.

## MISSION

Summit Schools empowers each student to exceed their academic, social, and emotional goals to ensure a lifetime of success and personal fulfillment.

## VISION

Empowering individuals to succeed in the global community by fostering critical thinking, problem solving, and creativity both independently and collaboratively.

## SUMMIT WAY

The Summit community has collectively agreed upon common behavior expectations for the way we strive to live at Summit.

Speak kindly

Use compassion

Mindfully listen

Move calmly

Include others

Think first

## OUR PROGRAMS

### SUMMIT'S PRIMARY PROGRAM (PreK-1)

Summit Schools' **Primary Program** establishes a solid foundation for the beginning years of your child's education.

The primary classes are filled with exploration, in a structured, nurturing environment where children are given the opportunity to develop socially, emotionally, physically, and intellectually. The aim of our educational program is to further each child's growth while developing a sense of personal responsibility, and the ability to work with others. Active, engaged learning is encouraged and fostered. The curriculum is strong in basic skills and broad in enrichment.

Children participate in daily small group reading instruction using Orton-Gillingham Phonics, written language instruction, and math instruction using Envision Math. Science and social studies are both taught with a theme-based curriculum, utilizing experiments, hands-on activities, and demonstrations. The program is balanced with complementary curriculum in music, art, physical education, health, and foreign language (when available.) Academic progress is carefully evaluated using various assessments.

### SUMMIT'S INTERMEDIATE PROGRAM (2-4)

Summit's strong Upper Elementary Program is designed to develop independence and support success in preparation for the middle school years. Students participate in meaningful learning that builds academic and social skills utilizing critical thinking and cooperation. They build on foundational math knowledge with the Envision Math series and an online math curriculum. The Anglo-Saxon, Latin, and Greek origins of language are examined to better understand word structure for spelling and vocabulary development. Comprehension strategies and fluency activities are designed to construct meaning from text. Written language instruction is composed of individualized spelling, sentence structure, paragraph and essay design, and the report writing process. Inquiry, research methods, and study skills are taught through science investigations, social studies analysis, and other theme based learning. Students often meet in

small groups to differentiate for individual needs. The program is balanced with complementary curriculum in music, art, physical education, and health.

### **SUMMIT'S MIDDLE SCHOOL PROGRAM (5-8)**

Summit's middle school is a 21st century village school journey, stressing mindful individualized learning which includes Iowa Core standards and independent project-based learning centered around student interest. Students will envision their world through community engagement using interactive connections with outreach opportunities. Summit provides a secure environment for social and emotional growth where middle school students can be leaders and mentors to their younger friends while preparing for future success in high school. The program is balanced with complementary curriculum in music, art, physical education, and health. Academic progress is carefully evaluated using various assessments.

## **MULTI-AGE CLASSROOMS & CLASS SIZE**

### **MULTI-AGE CLASSROOMS**

The philosophy of a multi-age classroom is situated around the development of child-centered education, which focuses on applying a developmentally appropriate practice in a more social and natural learning environment.

Benefits of the multi-age classroom include:

- The enhanced social and natural settings in multi-age classrooms can help raise students' social and emotional skills. Research on early childhood multi-age grouping indicates higher rates of language exchange among mixed-age children, with higher language development as well.
- Some evidence does suggest that children in multi-age classrooms achieved a higher cognitive developmental level at a faster rate than those in classrooms of same-age peers.
- Including students of different ages in one classroom creates a caring environment, as it encourages older students to serve as role models or mentors to help their younger peers.
- Research has also shown that on the first day of school, both students and teachers who were in multi-age classrooms in an elementary school felt more relaxed, calm, and comfortable than those in single-age classrooms.
- Multi-age classrooms celebrate the belief that students should learn at an individual pace to reach their full potential. By applying multi-age philosophies to classrooms and implementing differentiated teaching strategies to meet all students' needs, educators focus on the progress of individual students.
- It has also been shown that such a caring, individual-emphasized, project-based community can improve student attitudes toward school and school work, decrease discipline referrals, increase attendance, and improve peer relations among students.

### **CLASS SIZE**

Summit Schools maintains a 9:1 ratio in our PreK classroom and a 16:1 ration in our K-8<sup>th</sup> grade classrooms.

## **TUITION AND FEES SCHEDULE**

<b>PreK</b>	<b>\$7,897 (annually)</b>
<b>Kindergarten - 8<sup>th</sup> gr</b>	<b>\$8,976 (annually)</b>

### Time of Payment

Tuition is due on the 1<sup>st</sup> of every month. Automatic funds transfers will occur on the 10th day (or the next business day following if the 10<sup>th</sup> falls on a weekend or holiday) of each month.

### Account in Arrears

If accounts become 30 days in arrears, the school has no obligation to offer the student(s) educational services under the contractual agreement and that, at the option of the school, the balance of the tuition may become due and payable in full without notice, and the student(s) may be dismissed from the school. In addition, the school may assess finance charges. Additionally, lunch account payments must be made by the 25<sup>th</sup> of each month in order for a student to continue using the hot lunch service the following month. If a family fails to make payments per the contract, they agree to pay the school's reasonable costs of collection, including reasonable attorney fees and court costs.

### Dismissal

The school may dismiss a student if the administration and/or the Board of Trustees determine that a student's conduct is inconsistent with the character of the school or if a student's presence is detrimental to other students or to the school as a whole. Dismissal of a student(s) will not relieve the family of their financial obligation to the school through the end of the school term.

### Job Relocation

If a change in employment requires a family to relocate at least 45 minutes driving distance away (measured one-way) from the school on a permanent basis, families may terminate their contract upon giving the school thirty (30) days' notice that they are withdrawing the student(s) from the school. You may be required to show verification that you have relocated. Families must continue to pay tuition and all associated fees through the end of the month during the student withdrew from the school.

### Multi-Child Discount

Summit families with multiple children enrolled in our Intermediate and Middle School Program are eligible for a 20% discount on the tuition for enrolled siblings.

### Financial Aid

Families wishing to apply for financial aid should submit an application by the deadline provided in the Enrollment Packet distributed during the winter months and identified on our website. Applications will be sent to current families via email. A paper copy can also be requested from the Main Office. Summit's financial aid pool is limited and it is recommended that families submit their application as soon as possible. Availability of funds are not guaranteed. Please see Summit's Financial Aid Application for details and deadlines.

Summit will reserve a seat for families applying for financial aid until applicants have the ability to accept or decline awards. Families applying for aid do not need to sign an Enrollment Contract until an award letter has been distributed. In order to accept an aid package, families will need to sign and return an Enrollment Contract to guarantee their award and reserve their seat for the school year.

### Continuous Enrollment

At Summit Schools, we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from grade to grade, pod to pod, provides consistent, thorough progression through your child's academic journey. Because of this philosophy, Summit Schools is pleased to offer a concept in enrollment management called Continuous Enrollment beginning with the 2019/2020 academic year. In future years, your child will be automatically enrolled at Summit through their middle school advancement unless otherwise notified in writing by the parent(s)/guardian(s) by January 31.

## FEE SCHEDULE

Fee	Description	Amount	Due
REQUIRED FEES			
New Student Application Fee	New students to Summit are required to submit a <b>non-refundable</b> New Student Application Fee along with their Candidate Profile. This fee is used to process new student applications into our school databases.	\$75	At time of application
Tuition Payment #1	All Summit students are required to submit a <b>non-refundable</b> Initial Tuition Payment that will be applied to your child's annual tuition along with a Candidate Profile. This fee is applied to yearly tuition and secures the student's seat in the upcoming school year.	\$250	Must accompany Enrollment paperwork
Tuition Payment #2	This will be applied to your child's annual tuition and your contract will reflect this when monthly payments are calculated. Remaining selected payment plan begin billing on August 1, 2019.	\$1,000	April 1, 2019
Activities Fee	Summit students are required to pay this fee to participate in Summit's enrichment activities (e.g.: monthly field trips, Y.A.L.E. programming, Health & Wellness activities, roller skating, theatrical programs, snow shoeing, Pod 3 Flexible Fridays, college visit learning opportunities, ski trips, fishing, community outreach, etc.). This is billed Aug. 1, 2019.	Pod 1: \$75 Pod 2: \$95 Pod 3: \$175	August 1, 2019
Middle School Volunteer Fee	At the end of each trimester, our accountant will total your volunteer hours for that trimester, and if necessary, bill your account the difference of 1/3 of the \$500 minus your hours of volunteering. Either 25 hours of volunteerism or \$500 are required for the school year.	\$500 for the school year	At the end of each trimester (based on volunteer hours divided by 1/3 of \$500)
OPTIONAL FEES			
Learning Extensions Camps *Space is limited*	Summit students are eligible to participate in Summit's Learning Extensions Camps offered on some staff development days. See Learning Extensions flyer or our website for activities & experiences.	\$45 for Summit students; \$60 for non-Summit students	Payable at time of Camp registration
Morning Extended Daycare *Space is limited*	Summit students who enroll are eligible to participate in Morning Extended Day (7:15 – 8:20). Drop-ins will only be accepted if spots are available in accordance with DHS requirements.	\$112/month	Billed monthly
Afternoon Extended Daycare *Space is limited*	Summit students who enroll are eligible to participate in Afternoon Extended Day (3:30 – 5:30). Drop-ins will only be accepted if spots are available in accordance with DHS requirements. <b><u>A stringent fee (\$15 per 5 minutes) will be assessed for students not picked up by 5:30 p.m.</u></b>	\$180/month	Billed monthly

Morning & Afternoon Extended Daycare *Space is limited*	Summit students who enroll are eligible to participate in Morning Extended Day (7:15 – 8:20) and Afternoon Extended Day (3:30 – 5:30). Drop-ins will only be accepted if spots are available in accordance with DHS requirements. A stringent fee (\$15 per 5 minutes) will be assessed for students not picked up by 5:30 p.m.	\$281/month	Billed monthly
School Lunch	Lunch Milk	\$5.50/day \$.80 /day	Billed daily Billed weekly

Please note, optional fees (including charges for extended day, lunch, and milk), are billed monthly and are not included in tuition payments or automated funds transfer agreements. Our accountant will email a bill to each family at the end of the month. Please follow the directions provided in the email to pay for optional fees. Payment must be made by the 25<sup>th</sup> of the following month in order for a student to continue using the hot lunch service the first of the next month

## ARRIVAL AND DISMISSAL TIMES

<b>SCHOOL HOURS:</b>	<b>8:20 a.m.</b>	Students not enrolled in Extended Day program may arrive
	<b>8:30 a.m.</b>	School begins
	<b>8:30 a.m. – 8:40 a.m.</b>	Mindful Moments *Students arriving during this time will wait in the multi-purpose room.
	<b>3:30 p.m.</b>	Students are dismissed
<b>EXTENDED DAY HOURS:</b> (must be pre-registered)	<b>7:15 a.m. – 8:20 a.m.</b>	
	<b>3:30 p.m. – 5:30 p.m.</b>	

## ATTENDANCE POLICY

Daily attendance and punctuality are essential to academic achievement and the total development of students at Summit Schools. Unnecessary absenteeism and tardiness have a negative effect on everyone. Iowa law places the burden of regular school attendance on parents. Attendance at Summit Schools is just as important as it for any other school so please be mindful of the importance of getting your child to school on time and regularly.

Students:

- are to be in their classrooms by 8:30 a.m. To eliminate disruptions, parents should not enter the classroom after 8:30 a.m. without prior arrangement with the teacher.
- arriving in their classroom after 8:30 a.m. will be counted tardy.
- arriving anytime after 8:30 a.m., parent/guardian must check in the student at the front office. Students will receive an "admit to class" pass and go to the multi-purpose room for Mindful Moments until 8:40 a.m.
- If a student arrives after 10, it will be counted as a half day absence. If a student arrives after 1:00, it will be counted as a full day absence.
- If a student is not picked up after school by 3:40, they will be sent to Extended Day and the parents will be billed for those costs.

For your convenience, parents (not students) can call into Summit's voicemail system before 8:00 a.m. on the date of the absence or late arrival. To report absences and/or late arrivals:

1. Dial 294-2038
2. Leave a short message including:
  - a. Parent's name
  - b. Student's name
  - c. Reason for absence or late arrival



d. Estimated time of arrival

In the interest of safety, parents requesting students to leave Summit before the regularly scheduled close of the school day should:

- send a note or email to the teacher on the day of the early release. Include the name of the person responsible for picking up the student.
- come to the front office to announce their arrival and sign out their student.

For the safety of all students, student departing early from class will be asked to stay in the classroom until a parent or guardian has signed the child out at the front desk and a Summit staff person summons them. If a student comes back to school after being picked up early, a parent must sign them in at the front office.

## AUTO & PEDESTRIAN SAFETY

**Before school:** Begin by turning north on Cavalier St. NE. Follow the curve and turn left onto Regal Avenue NW. A Summit staff member will be assisting students out of vehicles near the playground gate.

After dropping off a student/s, continue down Regal and turn onto Old Marion Road. In consideration of our residential neighbors and for the safety of our families, please **do not block or turn around in any driveways, including Summit's drive.**

**PLEASE:**

- **DO NOT PARK AT THE CURB DIRECTLY IN FRONT OF THE PLAYGROUND FENCE.**
- **DO NOT LEAVE YOUR CAR UNATTENDED AT THE CURB DIRECTLY IN FRONT OF THE PLAYGROUND FENCE.**
- **IN THE INTEREST OF STUDENT SAFETY: DO NOT PARK ACROSS THE STREET FROM THE SCHOOL BUILDING AND HAVE YOUR CHILD CROSS THE STREET ALONE. IF YOU CHOOSE TO PARK THERE, YOU MUST ACCOMPANY YOUR CHILD ACROSS THE STREET**

**After school:** Begin by turning north on Cavalier St. NE. Follow the curve and turn left onto Regal Avenue NW. A Summit staff member will be assisting students into vehicles near the playground gate.

After picking up a student/s, continue down Regal and turn onto Old Marion Road. In consideration of our residential neighbors and for the safety of our families, please **do not block or turn around in any driveways, including Summit's drive.**

**PLEASE:**

- **DO NOT PARK AT THE CURB DIRECTLY IN FRONT OF THE PLAYGROUND FENCE.**
- **DO NOT LEAVE YOUR CAR UNATTENDED IN THE PICK-UP LANE IN FRONT OF THE PLAYGROUND FENCE.**
- **IN THE INTEREST OF STUDENT SAFETY: DO NOT PARK ACROSS THE STREET FROM THE SCHOOL BUILDING AND HAVE YOUR CHILD CROSS THE STREET ALONE. IF YOU CHOOSE TO PARK THERE, YOU MUST WALK ACROSS THE STREET AND ACCOMPANY YOUR CHILD TO YOUR CAR**

## BUILDING SAFETY

For the safety of the children and staff, please note the entry points of the school. The Extended Day entry door (Regal St.) opens at 7:15 a.m. This will be the only way to enter the building at this time. At 8:15 a.m. the north parking lot and Regent St. doors will be open. At 8:45 a.m. all doors will be locked. Anyone entering the building between 8:45 a.m. and 3:15 p.m. will need to enter via the Regent Street or parking lot doors only. At 3:45 p.m. the north parking lot and Regent St. doors will be locked. If you need to enter the building between 3:45 p.m. and 4:00 p.m., ring the doorbell at the Regent St. or parking lot door. During afternoon Extended Day, the only available door will be the Regal Street

(playground) door. Extended Day pickup will happen through the Regal Street door only. **PLEASE do not knock on the playground door to gain admittance between 8:15 a.m. and 3:30 p.m.**

## ACCESS POLICY

Any person in the Summit school building who is not a staff member, substitute, subcontracted staff, or volunteer *who has had a record check* and approval to be involved with child care **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.

\* **“Unrestricted access”** means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to a teacher assistant due to a conflict of interest with the person.

\* **“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.

\* **“Monitoring”** means to be in charge of ensuring proper conduct of others.

Summit staff will approach anyone who is on the property of the school to ask what their purpose is. If staff is unsure about the reason, they will contact the Head of Schools/Principal, Office Manager, or another management staff to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “intruder in the school” procedures. Non-school persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by staff and will not be allowed to interact with the children on premise.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at Summit Schools.
- Shall not be on the property of Summit Schools without the written permission of the Head of Schools/Principal, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the school.
  - The Head of Schools/Principal are not obligated to provide written permission and must consult with their DHS licensing consultant first.
  - If written permission is granted it shall include the conditions under which the sex offender may be present, including:
    - The precise location in the school where the sex offender may be present.
    - The reason for the sex offender’s presence at the school.
    - The duration of the sex offender’s presence.
    - Description of how the school staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
    - The written permission shall be signed and dated by the Head of Schools/Principal, and sex offender and kept on file for review by the school licensing consultant.

### Background Checks

Summit believes that parents and volunteers contribute to children’s educational success. Background checks serve as an important part of the volunteer process. The information we collect helps Summit promote a safe environment for our children and our staff. Summit Schools complies with all applicable federal, state, and local laws when conducting background checks.

### *Procedure*

Summit will conduct background checks on all parents and volunteers who will be interacting with Summit students on an individual basis (this includes parents/volunteers who will assist with driving on field trips). Summit will use Iowa's criminal history background check system to conduct the background checks.

Please see the Office Manager with questions and to obtain volunteer forms, which are required in order to volunteer at Summit.

## **PARENTAL ACCESS & CLASSROOM VISITS**

Parents are welcome to visit their child at the school at any time. To make the visit as worthwhile an experience as possible, we ask parents to call or email the teacher at least 24 hours in advance to arrange a visit. The school requires visitors to check in with the office before going to the child's room. People not listed on the PICK-UP PERMISSION FORM will not be allowed to visit the child unless previously arranged by the parent. In a custody situation, please note that the same procedure will be followed as listed in Renweb under the Transportation section. Parents wishing to speak at length about their child with a teacher are requested to schedule a meeting either at the school or over the phone.

Parents shall have unlimited access to their children and to the school during the school's hours of operation or wherever their children are in the care of the school, UNLESS PARENTAL CONTACT IS PROHIBITED BY COURT ORDER.

## **COMMUNICATIONS**

Parents are important partners in their child(ren)'s education and Summit wants to engage and inform them as much as possible. Summit strives to be as green as possible by cutting down on the notes sent home (and possibly getting lost) in child(ren)'s backpacks. There are several ways you can stay connected to Summit:

- *E-mails from classroom teachers:* If you haven't received teacher e-mails, please follow up with them and check Infinite Campus to make sure we have your correct e-mail address. Please be sure that Summit email communications (mass communications, blog updates, etc.) are not being diverted to your spam folder.
- *E-mails from the administrative staff:* These e-mails are generated by a large distribution list and if you are not receiving them, please check Infinite Campus to make sure we have your correct e-mail address.
- *Infinite Campus:* Please visit the Parent Portal for access to the school calendar of events, and required school forms (especially emergency contact information).
- *Renweb:* Please check Renweb for lunch menu and lunch payment.
- *Facebook:* Please "like" our Facebook page if you have not done so already, and invite your friends and family to "like" us as well. We post fun photos from special days at school, plus reminders about upcoming events. [www.facebook.com/summitschools](http://www.facebook.com/summitschools).
- *Website:* Our website features general information about Summit Schools, teachers and staff. [www.summitschools.org](http://www.summitschools.org).
- *Social Media:* Please check with your child's teacher to sign-up for any other social media sites they may use to share information about your child's learning.

## **DIRECTORY INFORMATION**

A family directory is available to Summit Schools' families through the Office Manager who wish to share their contact information. This directory is meant to be confidential information used by our families only and not for outside solicitation purposes. If parents do not wish to have their information published in the directory, select "Unlisted (Directory)" on the family information section in Renweb.

## TELEPHONE USE

Students may use the phone before and/or after school once permission is obtained from their teacher, Head of Schools/Principal, or the Office Manager. Students are not allowed to use their cell phone at school during school hours.

## VOICE MAIL

Parents may leave a voice mail for members of the staff by calling 294-2038. Enter the voice mail number for the person who is to receive the message. Extension numbers for staff members may be found at the end of this handbook.

## EMAIL

Email addresses for Summit staff may be found at the end of this handbook.

# CONDUCT AND DISCIPLINARY POLICY FOR STUDENTS

## STUDENT CONDUCT

It is expected that students, at all times, will behave in accordance with the accepted practices of respect and responsibility for one's personal actions. Therefore, students, families and staff at Summit Schools should recognize their responsibility to respect the dignity of the individual and strive for an environment that promotes mutual respect. School staff members and families are encouraged to utilize appropriate resources to promote positive student conduct. Students at school-sponsored, off-campus events, shall be governed by school rules and are subject to the authority of school officials. Standards for student conduct and safety are designed to assure continuity of teaching and learning without disruption, protection of the school community and the insurance of the rights and welfare of all parties concerned. However, it is recognized that from time to time students may use poor judgment with regard to their behavior. On those occasions the school exercises what it considers to be prudent disciplinary action, consistent with the offense, in order not to condone the misbehavior or jeopardize the integrity of the school. With this in mind, the school follows an orderly set of guidelines. It should be noted that the disciplinary action would be reasonable and realistic, yet not tailored to personal schedules of students or their families.

The following general guidelines constitute the Standards for Students:

- Respect yourself and others.
- Respect school and personal property and the property of others.
- **Summit Way**
  - **S**peak kindly
  - **U**se compassion
  - **M**indfully listen
  - **M**ove calmly
  - **I**nclude others
  - **T**hink first

Students are responsible for damages they cause to school, school equipment (including but not limited to technology, playground equipment, cubbies, furnishings, etc...) personal property and the property of others resulting from the act. The students and his/her parent(s) or legal guardian will be responsible for repairs or replacement costs of damages.

If a student fails to follow the Standards, the school is obligated to respond, and actions including those described below, may be taken. The following are Disciplinary Response Guidelines.

1. Verbal Warning—an incident of minor student misconduct may result in a redirection of behavior by a staff member.
2. Written Communication—documentation between the family and school, as well as written communication of those concerns. The form will be managed in a way that is age appropriate for the individual student. Families

are responsible for discussing, completing and returning the form by the return date stated on the form. The form will be on file with the student's teacher.

3. Disciplinary Probation—a formal expression by the school that the student's actions have placed his or her continued attendance at school in jeopardy. A conference is held with the Head of Schools/Principal, parent(s) and if deemed appropriate, the teacher. A letter is also placed in the student's file outlining the terms of the probation.
4. Suspension—suspension from school can result from a serious breach of conduct. The length of the suspension will range in duration depending on the severity of the infraction. The teacher is not obligated to give credit for work missed while a student is suspended.
5. Expulsion—a student may be expelled from Summit Schools for serious misconduct or for violating a school rule while on disciplinary probation. A student can be expelled or dismissed by the school without first receiving a warning, student notification or disciplinary probation for serious misconduct. Tuition will be paid through the contract date and the family will not be reimbursed.

## **CLASSROOM RULES**

Students and teachers will establish classroom rules early in the school year. These will be communicated with families.

## **WEAPONS**

Any object, which could be or is used to injure or threaten another person, may be considered a weapon. Weapons shall be confiscated from persons who bring them onto school property or to school sponsored activities. The parent(s) of the student found to possess an object that has been determined by a staff person to be a weapon shall be notified of the incident. The student could be subject to the disciplinary action of expulsion.

A student bringing a firearm on school property or to a school sponsored activity or knowingly possessing a firearm on school property or at a school sponsored activity shall be expelled. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary or poison gas. The staff, administration and Board of Trustees shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis. Law enforcement will be contacted in the event that a firearm is brought to school.

Weapons under the control of law enforcement officials shall be exempt from this policy. The staff or administration may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the administration to enforce state regulations for the implementation of this policy.

## **SEARCH AND SEIZURE**

*School officials may, without a search warrant, search a student, student lockers, student desks, student backpacks (or any other container used by a student for holding or carrying personal belongings of any kind), student work areas, student electronic devices, or student automobiles to maintain order and discipline in the schools, promote the educational environment and protect the safety and welfare of students, school personnel and others on school premises or at school-sponsored activities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. The district will make a reasonable effort to notify parents/guardians prior to searching a student's electronic device.*

*All searches of individual students and individual protected student areas must be based on a reasonable suspicion that the search will produce evidence of the student's violation of the law or a school rule or regulation, and be reasonable in scope to the circumstances which gave rise to the need for the search. The search must be conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender or gender identity of the student and the nature of the infraction. The search of the body of a student must be conducted by a school official of the same sex as the student and with a third party present. Strip searches and body cavity searches are*

*prohibited. If a student is not present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search.*

*It is the finding of the Board that illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees or visitors on the school premises. Items of contraband may include, but are not limited to, controlled substances such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, drug look-alikes, alcoholic beverages, tobacco, weapons, explosives, poisons, dangerous objects or stolen property. Such items are not to be possessed by a student anywhere on school premises, on any school property, or at school activities.*

*All school property is held in trust by the Board of Education. The furnishing of a locker, desk or other facility or space owned by the School and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area as defined by Iowa Code Chapter 808A and will not give rise to an expectation of privacy with respect to the locker, desk or other facility or space. School officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks and other facilities or spaces owned by the School and provided as a courtesy to a student. Locker inspections will occur in the presence of the student whose locker is being inspected or in the presence of at least one other person. Periodic inspections of school lockers, desks and other facilities or spaces owned by the School and provided as a courtesy to a student may be conducted using a drug-sniffing animal. A drug-sniffing animal may not be used to search the body of a student.*

*It will be the responsibility of the HOS/Principal or his/her designee to develop administrative regulations regarding this policy.*

*It will be the responsibility of the HOS/Principal or his/her designee to insure that the student search rule is published in the student handbook and to provide written notice at the beginning of each school year to all students and students' parents, guardians, or legal custodians that school officials may conduct, without prior notice, periodic inspections of school lockers, desks, and other facilities or spaces that are owned by the School and provided as a courtesy to students.*

*For purposes of this policy, "school officials" means licensed school employees, and includes unlicensed school employees employed for security or supervision purposes.*

### **Administrative Search and Seizure Checklist**

What factors cause you to have a reasonable suspicion that the search of this student or his or her effects, locker or automobile will turn up evidence that the student has violated or is violating the law or the rules of the school?

Eyewitness account.

By whom: \_\_\_\_\_  
Date/Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
What was seen: \_\_\_\_\_

Information from a reliable source.

From whom: \_\_\_\_\_  
Time received: \_\_\_\_\_  
How information was received: \_\_\_\_\_  
Who received the information: \_\_\_\_\_  
Describe information: \_\_\_\_\_

Suspicious behavior. Explain.

Child's past history. Explain.

Date and Time of Search:

Location of search:

Student told purpose of search:

Consent requested:

Was the search you conducted reasonable in terms of scope (objectives and intrusiveness):

What are you searching for:

Sex of the student:

Age of the student:

Nature of the alleged infraction:

Urgency of the situation:

What type of search is being conducted:

Who is conducting the search:

Position: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Witness(s): \_\_\_\_\_

Explanation of Search.

Describe the item and location of the search:

Describe exactly what was searched

What did the search yield:

What was seized:

Were any materials turned over to the police:

Were parents notified of the search including the reason for it and the scope: \_\_\_\_\_

Signature of person completing this form

A completed copy of this form must be submitted to the HOS/Principal with documents supporting a recommendation for expulsion.

### **ALLEGATIONS OF ABUSE OF STUDENTS**

Complaints regarding abuse of students by school employees and/or volunteers should be directed to our Level 1 investigator, Paul Pressler or our alternative Level 1 Investigator, Kathleen Reinwart.

### **USE OF REASONABLE FORCE**

Corporal Punishment: Corporal punishment is defined as the intentional physical punishment of a student. No staff member shall inflict corporal punishment upon a student. A staff member's physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances and is not designed nor intended to cause pain.

Any staff member may, within the scope of his/her employment, use and apply such force as is reasonable and necessary:

1. For self defense
2. To protect the safety of another person
3. To restrain a student from self-inflicted injury
4. To stop a fight between students
5. For the protection of property
6. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student
7. To use reasonable force in other circumstances as defined in 704.1 of the Code of Iowa.

#### **CODE OF IOWA 704.1 REASONABLE FORCE**

*"Reasonable force"* is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat. Reasonable force, including deadly force, may be used even if an alternative course of action is available if the alternative entails a risk to life or safety, or the life or safety of a third party, or requires one to abandon or retreat from one's dwelling or place of business or employment.

#### **BITING**

In a group setting, we recognize that biting may occur, and are ready to help children who bite learn more appropriate behavior.

We intentionally program the day to avoid boredom, frustration, or over-stimulation. We provide a calm and cheerful atmosphere with a mix of stimulating, soothing, and age-appropriate activities. We also work to model acceptable and appropriate behaviors for the children, helping them learn to express their feelings and giving them tools to resolve conflicts with our help.

While biting is never a correct action for children, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. We have seen children bite when they are frustrated or even excited.

Our school does not focus on punishment for biting, but rather on effective techniques that address the specific reason for the biting. We will support your child whether they bite or are bitten. In addition, when biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will provide appropriate programming for children to help prevent biting.
- We will make current information and resources on biting available to you.
- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously and treat them with understanding and respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns and suggestions—even when our response to some suggestions is no.
- We will work to schedule conferences with you about biting, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.



We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program. If you want more information on biting or have questions or concerns, please let us know.

## ANTI-BULLYING/ANTI-HARASSMENT POLICY

Summit Schools is committed to providing all students and staff with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Furthermore, Summit Schools affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the school administrator(s). An alternate will be designated in the event it is claimed that the Head of Schools/Principal committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such

occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

## **Investigation**

Summit Schools will promptly and reasonably investigate allegations of bullying or harassment. The Head of Schools/Principal (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Head of Schools/Principal or their designee shall also be responsible for developing procedures regarding this policy.

## **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## **DRESS**

Dress and appearance shall not present health or safety problems, or cause disruption. Students should be dressed comfortably and appropriately for the varied activities they will be enjoying at school. Please do not send your child to school in flip flops for safety purposes on the playground and in P.E. class. Clothing that is offensive, has inappropriate language, relates to satanic elements, death, drugs or alcohol will not be allowed. Although the primary responsibility for appearance rests with the students and their parents/guardians, the staff reserves the right to judge what is proper and correct inappropriate dress that is offensive or causes a great deal of distraction.

## **EXTENDED DAY PROGRAM POLICY**

Summit Schools offers an Extended Day program to children needing to arrive at school before 8:20 a.m. and/or stay after 3:40 p.m. The first and most important goal in providing an Extended Day Care service is to ensure a safe and

nurturing environment before and after school for children. Our Extended Day service is licensed through the Department of Human Services (DHS). As a result, there are strict ratios to which we must adhere. In order to do this, we require pre-registration for our Extended Day services. Participants in the Extended Day Care program (morning/afternoon, or both) need to be registered prior to the first day of attendance.

- Students must be at least four years old to participate in the Extended Day Care program.
- Extended Day Care billing is on a monthly basis, billed at the beginning of the month of service, just like monthly tuition payments. Payment must be made by the 25<sup>th</sup> of the following month in order student to continue using the extended day service the first of the next month.
- Families are responsible for paying for the full month of extended day, regardless of the child's attendance.
- For months including a full week off of school or more (August, November, December and March), Extended Day Care will be prorated according to school days in session.
- You are not obligated to commit to a full academic year of Extended Day Care. If you find your before and/or after school childcare needs change, you must let Summit know 30 days in advance to cancel.
- Morning drop-off and afternoon pick-up is via the playground entrance (Regal Street entrance) only.
- Children are welcome to bring their own breakfast if using morning Extended Day Care. A snack is provided for students attending afternoon Extended Day Care. All food consumed during extended day hours must follow the DHS nutrition guidelines. If you choose to provide breakfast or a snack for your child to eat during Extended Day Care hours, please request a copy of the DHS nutrition guidelines.

Extended Day is a program of exploratory activities that meet the developmental needs of children. Because children learn through rich and varied play, an important component of our Extended Day Program is activity/free-play time. During this time each child chooses from areas such as blocks/Legos, dramatic play, art, books, manipulative materials, games, drawing/writing, etc. Extended Day has an active play period on the playground as well as time for a story and a snack (a snack is offered only during the afternoon program).

Enrollment in the Extended Day program is required. See Office Manager for forms.

**Sign up by the 10<sup>th</sup> of the month to enroll for the following month.**

#### Hours

Morning 7:15 – 8:20 a.m.  
 Afternoon 3:30 – 5:30 p.m.  
 Both morning and afternoon

#### Rate

\$112 per month  
 \$180 per month  
 \$281 per month

#### **Emergency Drop-In\* (Morning or Afternoon) \$15/session**

*(Please enroll in this option if you think your child may need this service from time to time. You will only be billed for it when the service is utilized.)*

*\*An Emergency Drop-In option is available based on daily staff-student ratios. It's imperative you call the school as early as possible to ensure there is space available. We cannot exceed staff-student ratios. Pre-registration for drop-in is not necessary. If you need a drop-in for morning Extended Day Care, this will only be possible if it has been approved a day ahead of time so that ratios may be checked. This service is available on a first-come, first-served basis and subject to daily ratios.*

**A stringent fee (\$10 per 5 minutes) will be assessed for students not picked up by 5:30 p.m.**

- For the safety of the children, parents must walk their child into the building each morning and sign them in.
- Only parents or an authorized person may pick up students from Extended Day.
- Calls requesting students to wait by the door will not be accepted.
- A snack will be provided during p.m. Extended Day at no extra charge.

- **Students may bring their own breakfast and eating utensils to a.m. Extended Day.**

**NOTE:** Children who are not in Extended Day Care cannot be in the building unattended prior to 8:20 a.m. or after 3:40 p.m. If your child has not been picked up by 3:40 p.m., and space is available in Extended Day Care, your child will be considered an Extended Day Care drop-in WHEN staff-student ratio allows. If the staff-student ratio is maxed, your child's teacher will begin calling you and your emergency contacts starting at 3:41 p.m.

## HEALTH POLICY & FAMILY RESPONSIBILITIES

### EMERGENCY NUMBERS

It is essential that the school have updated emergency contact information. Please be sure that your emergency contact persons are aware of their responsibility and available during school hours. Notify the front office immediately if there are any changes in this information. **Be proactive; have a backup plan in place in the event of an early dismissal caused by inclement weather, if your child becomes sick during the school day or for any reason your child may need to go home early and you are not available to pick up your child.**

### ALLERGIES, ASTHMA, & MEDICAL INFORMATION

#### Health Form:

- A completed medical form must be submitted before a child can attend Summit Schools. Please visit the Infinite Campus Parent Portal to complete all Health Forms prior to the first day of school.
- Please include all pertinent health information. It is recommended that families consult their family physician so they are able to include accurate and up-to-date health information.
- Based on the information included in students' health forms, the Office Manager will create a list of all Summit children with allergies and other medical needs. This list will include (but is not limited to), what the child is allergic to, and/or what medications are necessary to treat symptoms.
- This list will be copied and distributed to each Summit teacher.
- Classroom teachers will inform other parents of severe allergies and food restrictions within classrooms.
- Any visitors to the room (i.e. exploratory teachers, therapists, substitute teachers, student teachers, etc.) are informed of any child with an allergy or medical condition by the core classroom teachers

#### Emergency treatments and paperwork:

If an EpiPen, Twinject or other emergency medications or treatments are prescribed:

- A doctor and parent are required to complete and sign a Written Medication Consent Form
- A doctor and parent complete and sign a Food Allergy Action Plan Form and/or Asthma Action Plan
- Both forms, along with the emergency medication/s should be hand delivered to the Head of Schools/Principal or Office Manager for initial oversight. The Office Manager will maintain forms and medications for safe, accessible storage.
- Before the child begins at Summit Schools or upon diagnosis of a severe allergy, the Head of Schools/Principal and Office Manager will set up a meeting with the child's parents and the teachers to discuss the child's allergies, medical condition, the Food Allergy or Asthma Action Plan and to learn how to use emergency medications such as the EpiPen, Twinject or nebulizer.

#### **At this meeting an Individual Health Care Plan is developed which will:**

- Designate one teacher (and a backup teacher) to be responsible for any food given to the child, including monitoring the child during mealtimes
- Designate a teacher (with backup) to give any needed medications and/or treatments
- Specify any additional training needed
- Outline how to limit exposure to the food allergen in that classroom via cooking projects, birthday parties, field trips, etc. Provide safe food storage, snacks, seating arrangements and cleaning

procedures.

- Specific recommendations from the child's allergist may be requested to complete the plan.
- Medications and copies of forms will be stored in a safe, but accessible place in the main office and originals are placed in a file in the Main Office.
- Whenever the child leaves the building, teachers will take along the Action Plan and emergency medications.

#### **Exposure or possible exposure:**

- Consult Allergy or Asthma Action Plan
- Administer epinephrine if needed
- Call 911 and indicate to the dispatcher a possible anaphylactic allergic reaction and that advanced life support medications are needed (EpiPen Jr. Or Twinject)
- Call parent or emergency contact person

#### **ILLNESSES**

A child who is ill or has a ***temperature of 100 degrees*** or above should be kept at home. All children shall have direct contact with a teacher or staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. A child will be sent home if he/she is running a temperature of 100 degrees or higher, if he/she is vomiting or has diarrhea, if it is suspected that he/she has a contagious disease, or if he/she is too ill to participate in the program. In the event that a parent is called to pick up an ill child, the child must be picked up within a half (1/2) hour. If a child needs to be sent home and his/her parents are unreachable, the emergency contacts listed on the child's information form will be contacted. The school reserves the right to request that the child see a physician or to have a physician's note prior to returning.

#### **GUIDELINES FOR WHEN A CHILD CAN RETURN FROM AN ILLNESS**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release to return.

- Fever: Must be fever-free for 24 hours (without Tylenol/ibuprofen) with the exception of an ear infection. In the case of an ear infection, the child may return after treatment of antibiotic has started.
- Vomit: Must be vomit-free for 24 hours.
- Diarrhea: Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by toilet use. The child cannot return until he/she has had normal stools for 24 hours. If it is determined that the diarrhea is caused by medication, the child will not be asked to leave the school.
- Pink Eye: 24 hours after documented treatment for conjunctivitis has begun.
- Mouth Sores: Must have a doctor's note stating that the child is non-infectious.
- Rash: With any rash, whether or not accompanied by a fever or behavior change, the child cannot return without a doctor's note stating that the illness is not a communicable disease.
- Infestations: Cannot return until 24 hours after treatment has begun or at the Office Manager's discretion. Infestations may be head lice, scabies, etc.
- Impetigo: Cannot return until 48 hours after treatment has been initiated.
- Strep Throat: Cannot return until 24 hours after documented treatment has been initiated.

#### **MEDICATIONS**

Medication may be administered to a child when provided and requested by a parent. An AUTHORIZATION TO GIVE MEDICATION form must accompany all medications that parents bring into the school that are to be administered. All medication, both prescription and non-prescription, **must be in its original bottle with the label intact**. Once the medication is administered, the time and date will be documented on a medicine administration log that is kept in the office. All medications will be stored in the first aid cabinet located in the Main Office. No medication will be allowed to be stored in the child's bag. All medication will be administered by either the Office Manager or a member of the

leadership team, all of which have completed the necessary training.

### **Prescription Medication**

If a physician feels it is necessary for a student to have a dose of medication at school, the parent must complete a medication permission form. Forms are available at the front office. Only original containers with a recognized pharmacy label will be accepted. It may be necessary to request two containers of medication from the pharmacist so that one may be sent to school. **Medication not in the original container will not be dispensed. Do not ask the staff to make exceptions. Medication will not be dispensed without a completed permission form on file in the office.**

### **Over-the-Counter Medication**

**Parents requesting over the counter medication be dispensed to a student must present written permission.** Medication must be in the original container. For the safety of the students, parents must bring medication to the front office. Students may not keep medication of any kind with them.

### **INJURIES**

Summit Schools uses an accident report form to communicate major accidents and/or any injury to the head. This report will include the injury, first aid given, and teachers who were present when the accident occurred. A copy of the report will go to the child's backpack and the original to the child's file. To ensure first aid is available for all injuries, a first aid kit will be kept in each class room. First aid kits will also be taken to the playground and on each field trip.

### **EMERGENCY & NON-EMERGENCY MEDICAL PROCEDURES**

#### **In case of minor accident or injury:**

1. Staff will administer first aid to the child, if necessary.
2. The child's parents or physician will be called, if necessary.
3. An accident report form is completed, if necessary.

#### **In case of serious illness or accident:**

1. The staff will immediately call 911, if necessary.
2. Emergency First Aid will be administered by a staff member, if necessary.
3. The parent will be called. If unreachable, we will call the emergency contacts and/or the child's physician.
4. If the child needs to go to the hospital, two adults must accompany the child.
5. Staff will have access to the child's authorization and consent form via Infinite Campus.
6. The staff will continue to attempt to contact parents.
7. The incident will be documented using the accident report. The parents will receive a copy and the other copy will be filed at the school.

### **DENTAL EMERGENCY**

Should a dental emergency occur where a tooth is damaged or prematurely extracted (excluding the loss of loose baby teeth) the Office Manager or Head of Schools/Principal will be called to evaluate the situation. The parent will then be called to make arrangements for the child to be transported to their dentist. In the event that the parents or emergency contacts cannot be reached, the child's dentist will be contacted by a Summit staff member.

### **IMMUNIZATIONS**

All students must have a valid immunization or exempt from immunization card on file at school. Cards must include parent's signature, doctor's signature and the child's date of birth. The child cannot attend school until the completed form is received by the Office Manager.

## **INFECTIOUS DISEASE CONTROL AND UNIVERSAL PRECAUTIONS POLICY & PROCEDURES**

All blood and body fluids are to be treated as potentially infectious.

All staff, including volunteers, must always exercise good hygiene practices, as they serve as role models for the children they serve as they develop good hygiene habits.

Hand washing is the best possible means to prevent disease and control infection. Hands shall be washed with soap and running water. Apply a heavy lather of soap, wash all areas of the hands, between fingers, around nail beds, under fingernails, and back of hands above wrist. Rinse well under running water – holding hands so water will flow from wrists to fingertips and into sink and dried with individual paper towels. With towel, turn off the faucet and dispose of properly.

Wet wipes will be used when soap and water are not available. Wash hands using the above procedure as soon as possible.

Disposable gloves should be worn any time a staff member or volunteer needs to clean up vomit, assist children in toileting, cleaning up diarrhea or a blood spill from any person. Disposable gloves serve as a personal protective and act as a primary barrier between your hands and blood borne pathogens. Gloves are provided in the school for your protection. The job is not finished until you have washed your hands immediately.

All potent exposures need to be reported to the Head of Schools/Principal immediately. Additionally, all questions and/or concerns need to be addressed with that administrator.

Blood borne pathogens standards and procedures training is completed by staff members annually.

## FIELD TRIPS

At Summit Schools, we are interested in all areas of growth and development in our students. We feel that field trips are an important part in meeting this goal. It is the target and goal of each class to make these outings learning experiences as well as trips for enjoyment and change of pace. These outings may include, but are not limited to, parks, zoos, museums, libraries, or restaurants. The following criteria are applied to create uniformity and structure as well as to ensure the safety of our students:

- **Permission Slips** — Included in the annual paperwork located on Infinite Campus via the Parent Portal is a **Transportation Permission Form**. When signed by each parent, this form gives us permission to *transport* the children in a vehicle to and from field trips. In the days leading up to the field trip, the classroom teacher will notify parents via email or by placing a notice on the classroom door and/or in each child's backpack of details regarding departure time and return, the destination and nature of the trip, and, if applicable, the cost. In addition to the Transportation Permission Form, the classroom teacher will email parents a **Statement of Acknowledgement of a Field Trip**. This email will reiterate field trip details. Parents are required to respond to the email, which confirms their acknowledgment of the field trip and grants his/her child permission to attend that specific field trip.
- **Emergency Plans** — As a precautionary measure, each lead teacher will take the following items on all field trips: first aid kit, emergency cards, and a cell phone. If an emergency occurs, the Head of Schools/Principal will be immediately notified as well as the child's parents and/or EMS personnel when needed.
- If a parent chooses not to have their child participate in a field trip, the child must be picked up from school before the class departs for the trip.

### ROLE OF VOLUNTEER DURING FIELD TRIPS

We welcome parents and family members to accompany us on trips away from school. However, as a volunteer we do ask that you abide by the policies that have been set. Volunteers must read, sign, and return the Volunteer Application and the Volunteer Screening & Disclosure Statement prior to the field trip date.

Please note the following guidelines:

- Parents/Family members are not responsible for supervising any groups, large or small, of children while on a field trip. Supervision of children is the responsibility of the teachers and staff.
- Parents/Family members are not allowed to be alone with any child/children other than their own. If taking their own child/children away from the group (to the restroom, leaving the site, etc.), a teacher or staff member must be notified.
- Parents/Family members are not allowed to discipline other children, and are encouraged to use only positive guidance and redirection with their own child/children. It is the responsibility of the teachers and staff to manage any behavior issues that arise with the children.
- Parents/Family members are expected to model appropriate behaviors for the children, and abide by the guidelines set by the teachers/staff and the site being visited.

## TRANSPORTATION POLICY

Transportation to and from school will be provided by parents, guardians or caregivers.

In the event of an emergency or evacuation, if necessary, transportation will also be provided by staff vehicles.

All drivers must possess a valid driver's license to transport children. In order to meet standards set in the Iowa Code 321.446 as stated in Chapter 109.10, the following guidelines will be followed regarding transportation:

- All children transported in a motor vehicle with a gross weight of 10,000 pounds or less, except a school bus, shall be individually secured by a safety belt or other safety restraint.
- Children under the age of 6 shall be secured in a federally approved restraint.
- Children under the age of 12 shall not be located in the front seat of a vehicle.
- Drivers of vehicles shall possess a valid driver's license, hold a current insurance policy, and shall not operate under the influence of alcohol, illegal drugs, prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.

While Summit does not provide transportation to and from school, we occasionally rely on volunteers to assist with transportation during outings and field trips. On these occasions, transportation will be provided by volunteer adult drivers. Volunteers will adhere to the Access Policy found in this handbook. A Summit staff member will accompany volunteer drivers who do not have a background check on record at the school.

If adults wish to volunteer to assist with transportation, please see the Office Manager to complete necessary paperwork, and to collect a copy of your valid driver's license and insurance card.

## TECHNOLOGY CONSIDERATIONS

In an effort to promote better interaction among the children, personal radio/CD headsets, iPods, iPads, computers, cell phones and other technology devices will not be allowed during regular school hours. Toys and play equipment should not be brought to school without teacher permission. If items brought from home become a distraction to learning the staff reserves the right to remove that item from the student until the end of the school day.

Students are responsible for damages they cause to school technology. The students and his/her parent(s) or legal guardian will be responsible for repairs or replacement costs of damages.

### STUDENT POLICY FOR INTERNET USE

On the school network and the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, students will have access to information that may not be appropriate. We do not control all the information available on the Internet, and the school is not responsible for the quality and content of the information. We trust our students and staff to know what is appropriate



and inappropriate. The following guidelines are intended to help you use the network appropriately. If a student does not follow our use policies listed here, his/her privileges may be withdrawn.

#### Use Policy

- At no time will students be allowed to take any Summit electronic device home.
- At all times, the Summit Schools Standards must be followed: Is it safe? Is it respectful? Is it appropriate?
- At all times, your actions must take into account the rights of others. Respect the privacy of other users.
- Inappropriate language or messages that violate the law or would be offensive to another person are not to be used.
- The use of Summit Schools' network shall be for the exchange of information in order to facilitate a person's education and research needs.
- Software used at Summit Schools is limited to software owned by Summit Schools. It is against the law to copy other people's software.
- Do not spread computer viruses.
- You may not download executable files.
- Users of Summit Schools systems shall avoid congestion of the networks and interference with the work of other network users.
- Do not damage any networks or any equipment, or system forming part of a network. Do not break or misuse the computer equipment.
- The Internet cannot be used to advertise or make money.
- NEVER give out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number, and NEVER agree to meet with anyone you only know through the Internet.
- Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions, please ask your teacher so you can understand.
- Be aware copyright laws cover most material on the Internet. If the material is not marked un-copyrighted, you should assume it is copyrighted.
- Be aware that information accessed on the Internet may not be factual.

## **PHOTOGRAPHY/MARKETING POLICY**

Summit Schools staff and management reserves the right to take photographs of students participating in school programs and events to produce promotional literature (newsletters, programs, brochures, catalogs, etc) or to educate the public on the activities and programs offered at the school. No compensation will be awarded to students or their families for the use of such photographs.

## **NUTRITION POLICY**

Families may wish to provide a daily snack for your child. Please check with your child(ren)'s classroom teacher to determine policies and procedures. Snacks sent to school for students need to be in sealed, hard containers and stored in the student's cubby. Snacks cannot be stored in the refrigerator.

### **POLICY FOR FOOD BROUGHT FROM HOME**

Food may be brought from home for a child less than five years of age if the food is being supplemented to ensure CACFP nutrition guidelines (see nutrition policies for our Early Childhood Program)

Food may also be brought from home if a child is of school age. Perishable food brought from home must be contained so as to avoid contamination.

#### Allergies and Food Sharing

Please be aware that some of the children in the school have allergies and other children may have allergies we don't know about. Food of an unknown source or with unknown ingredients should never be given to any child and food should not be shared because of the risk of serious problems. Children will not be allowed to share food. Sharing of utensils, cups, bottles, or plates is never allowed.

#### Birthday Treats & Snacks for Celebrations/Parties

Students may bring snacks or treats to school for their birthday. Treats should be provided for every child in the classroom. Please check with the student's teacher a few days in advance to find out if any students in the classroom have allergies or dietary restrictions.

#### **WELLNESS POLICY**

The Summit Schools Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

Summit Schools provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Summit Schools supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school's nutrition standards and in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. *See the DE guidance on [Healthy Kids Act](#)*

Summit Schools has a wellness policy committee comprised of parents, students, and representatives of the school nutrition program, the school board, Head of Schools/Principal, physical education teacher, and school health professionals. The local wellness policy committee develops a plan to implement the local wellness policy and periodically reviews and updates the policy. The committee designates an individual to monitor implementation and evaluation of the implementation of the policy. The committee may report annually to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. When monitoring implementation, schools will be evaluated individually with reports prepared by the school. The report includes compliance with this policy, the extent to which this policy compares to model Wellness policies and describe the progress made in achieving the goals of this policy.

The board will monitor and evaluate this policy by reviewing the annual report that is provided by the wellness committee.

Legal Reference: Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 *et seq.* (2005)  
Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*,

Iowa Code 256.7(29), 256.11(6) (2013)  
281 IAC 12.5(19), 12.5(20), 58.11

Cross Reference: 504.5 Student Fund Raising  
504.6 Student Activity Program  
710 School Food Services

## AFTERNOON EXTENDED DAY SNACK POLICIES AND PROCEDURES

Children enrolled in Summit's afternoon Extended Day program will receive one snack each day.

### Afternoon Extended Day Snack Procedures

Children attending the afternoon Extended Day program will receive one snack each day provided by the school. Cereals, rice cakes, and crackers are some of the foods we serve. All snacks are prepared and served according to CACFP (Child and Adult Care Food Program) standards. Exceptions to these standards will be allowed for allergies, medical conditions, or religion. A permanent exemption of any certain food for allergies or medical conditions must be accompanied by a doctor's note. Parents may be required to provide substitutes when accommodating children with allergies or medical conditions. Menus are posted two weeks in advance and are located on the wall in the Multi-Purpose Room.

### Snack Requirements

The Child Care Food Program Regulations requires that two of the following four food components must be served:

- Skim or 1% Fluid Milk
- A fruit, vegetable, or 100% Juice
- Bread or bread alternative
- Meat or meat alternative

### Exceptions & Examples

- Juice may not be served when milk is served as the only other component.
- Two foods from the same food group cannot be served as the only two components. Example: Carrot sticks and orange juice together would not make an acceptable snack as they are both from the same food group.
- You are not limited to choose from only the two different food groups. You may choose foods from as many of the four groups as you would like. Example: Crackers, meat and cheese, and grapes would be components of three different food groups and would be an acceptable snack.
- Chocolate milk may be served on occasion, however, if must be skim or 1% chocolate milk.

Snacks must be composed of items from at least two different food groups.

## HOMEWORK POLICY

Homework assigned is to be completed at home to promote student responsibility and independence. It strengthens work habits, study skills, and task completion. Homework encourages better time management and demonstrates to students that learning also takes place outside of school.

Homework comes in a variety of formats depending on grade level and specific purpose. Students may practice old material, be introduced to new material, integrate skills, or extend curriculum. For younger students, it should foster positive attitudes, habits, and character traits. For older students, homework should facilitate knowledge acquisition.

Please refer to your child's classroom homework policy for frequency and duration of assignments.

## LUNCH

Hot lunch is available at Summit at a cost of \$5.50 and includes a main dish and 1/3 cup side dish(es). Milk can be purchased at the additional cost of 80¢. All lunch orders must be submitted by Thursday of the previous week using the Renweb website. Water will always be available for the students to drink. Students may bring sack lunches or something to heat quickly (two minutes or less) in a microwave. Because of space constraints and health department regulations, students bringing their lunch will store it in their cubby. Lunch containers should be clearly marked with the student's name. Students bringing their own lunch to school should bring all the necessary utensils and condiments needed to eat lunch. Milk is available for 80¢ for students bringing lunch from home.

## RECESS

Students will go outside for recess when the wind chill ("real feel") is 0° or above. We use KCRG.com to determine the temperature. It is suggested that children be dressed for the changeable Iowa weather. **Students must wear boots and snow pants in order to take part in "snow activities."** Those not wearing boots will stay in the shoveled areas of the blacktop.

## SHARED TIME, PRIVATE TO PUBLIC SCHOOL DISTRICT OPTION

If parents are interested in their student's participation in an activity or class not offered at Summit Schools, they should call their home school district office for details regarding shared time.

## SUMMIT PRIDE DAY

Please note the days on the school calendar designated Summit Pride Days (generally the first Friday of each month). Please wear your Summit gear (or yellow and/or blue clothing) to show your school spirit and have fun - this is a great way to build a school community!

## TRANSPORTATION REIMBURSEMENT FROM SCHOOL DISTRICT OF RESIDENCE

Parents should contact their local school district transportation office to find out the details for their transportation reimbursement program. If you need help finding phone numbers, contact the Office Manager at Summit.

## WEATHER

Summit follows our resident district (C.R.C.S.D) decision to delay or cancel only for road conditions only. When a decision is made to delay or cancel school, we will post it on Facebook, KCRG (website and TV station), Remind.com, and Summit's website. Cancellations or delays posted via KCRG will be listed as "Summit Schools."

Please note:

We **will not** dismiss students early, delay school, or cancel school due to extreme temperatures as long as our heating and cooling systems are functioning properly. One exception to this would be an extreme polar vortex.

We **will** delay/cancel/dismiss early if road conditions are not safe. Our first priority is the safety of our students, families, and staff.

**There will be no Extended Day on days of delayed start or early dismissal due to inclement weather or any day there is no school.**

## TOBACCO/NICOTINE-FREE SCHOOL ENVIRONMENT

Iowa law prohibits smoking on school grounds. Additionally, it is the intention of the Summit Schools' Board of Trustees to provide a healthy learning and working environment for employees, students, and visitors. In keeping with this intention, as well as supporting the principles taught in our health curriculum, no student, staff member, or school visitor is permitted to use or display any tobacco/nicotine products, including the use of look-a-likes where the original would include tobacco or nicotine at any time:

- in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the School
- on any school grounds or property owned, maintained, leased, rented or chartered by the School, including athletic fields, sidewalks and parking lots
- at any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco/nicotine product, including the use of look-a-likes where the original would include tobacco or nicotine products.

The policy may permit tobacco/nicotine products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco/nicotine product.

#### **DEFINITION OF SCHOOL GROUNDS AND PROPERTY**

School grounds and property means and includes land and school facilities owned, maintained, leased, rented or chartered by the School and used for the provision of academic, extracurricular programs and administration by the School. School grounds include playgrounds and recreational places. School grounds include that portion of the land, school facilities, and other facilities owned by municipalities, private entities, or other individuals during those times when the School has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

#### **DEFINITION OF TOBACCO/NICOTINE PRODUCTS & TOBACCO/NICOTINE USE**

For the purposes of this policy, "tobacco/nicotine products" are defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco/nicotine or tobacco/nicotine products. "Tobacco/Nicotine use" includes smoking, chewing, dipping, or any other use of tobacco/nicotine products. It also includes the use of look-a-likes where the original would include tobacco or nicotine.

#### **ENFORCEMENT OF TOBACCO/NICOTINE FREE SCHOOL ENVIRONMENT**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco and nontobacco users. All individuals on school premises share in the responsibility for adhering to and assisting in compliance with this regulation.

Persons failing to abide by the policy shall be required to extinguish and/or dispose of the tobacco/nicotine product and/or leave the school grounds and property immediately.

It shall be the responsibility of the Head of Schools/Principal to enforce this policy.

#### Employees

- Employees who willfully violate the policy will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures.

#### Visitors

- Community members who rent school facilities will be required to sign a statement indicating their assumption of the responsibility to adhere to the tobacco/nicotine free school environment policy. It will be their responsibility to supervise their own activities to accomplish a tobacco/nicotine free environment.

Violation of this policy by the members of a group may affect adversely that group's future utilization of school grounds and property.

- Visitors attending school functions will be asked by staff members in authority to refrain from using or displaying tobacco/nicotine products:
  - in any building, facility, or vehicle owned, maintained, leased, rented or chartered by the School
  - on any school grounds and property owned, maintained, leased, rented or chartered by the School, including athletic fields, sidewalks and parking lots

- at any school-sponsored or school-related event on-campus or off-campus.
- Visitors who refuse such a request will be asked to leave the grounds and property.

## EMERGENCY PROCEDURES

Summit Schools' staff have been educated by the Cedar Rapids Police Department and/or Fire Department in the development and execution of emergency procedures. As a result of this training, we have developed an Emergency Response Plan that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and wellbeing of your child(ren) in the event of a crisis.

In most emergencies your children will remain and be cared for at Summit. In the rare event of an emergency that prohibits reentry into the building, such as broken glass or water main, a fire or toxic chemical spill, students will be accompanied to our predetermined alternate site.

We ask that you follow this procedure if you hear of any school emergency:

- Turn your television to KCRG OR go to [www.kcrg.com](http://www.kcrg.com). Details will be given there.
- DO NOT TELEPHONE THE SCHOOL. We have limited phone lines and these must be used to respond to the emergency.
- PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD.

**Please be certain that your emergency contact information is up-to-date in Infinite Campus, because that is what we will use to contact you in the event of an emergency.**

### **EVACUATION AS THE RESULT OF AN EMERGENCY**

If evacuation due to an emergency is deemed necessary, the children will walk or be transported to the evacuation site by staff vehicles. A head-count will be taken before and after the evacuation to ensure accountability. All closures will be at the discretion of the Head of Schools/Principal and will be broadcast on KCRG as well as on the school website. EMERGENCY CONTACT INFO and first aid kits will be taken along with the children.

### **EVACUATION OF IMMOBILE CHILDREN**

In the case of a natural disaster (e.g. tornado or fire) or any circumstance which would require the evacuation of immobile children and staff, an accurate count of all children present must be taken immediately. The procedures for the evacuation of immobile children will be handled on a case-by-case basis and take into account the child's size and current health. Upon reaching the designated evacuation site, an accurate count of all children present must be taken to ensure all children have been evacuated from the school.

### **FIRE EVACUATION PROCEDURE**

Summit Schools conforms to all fire regulations by the State Fire Marshall. A fire evacuation plan is posted in each room. Fire drills are held monthly so that we can evacuate the building quickly. The fire alarm system and fire extinguishers are checked by the proper authorities annually. In the event of a fire, the building will immediately be evacuated and staff will call the fire department.

### **TORNADOS, SEVERE THUNDERSTORMS, & FLOODS**

Summit Schools has a Linn County Emergency receiver located in the Main Office. It automatically sounds every weather alert and impending crisis. In the event of a tornado warning, children are sheltered in various rooms within the school, away from windows, with their hands placed on their heads to protect them from falling debris. Doors are also closed immediately. Tornado drills are held four times per year. In the event of flooding, children will be evacuated to higher ground.

### **RADIOLOGICAL ACCIDENTS, CHEMICAL SPILLS, AND/OR TOXIC FUMES**

In the event of a chemical spill or toxic fumes, Summit will be notified by the Linn County Emergency Management Agency. All children will be given protective shelter until an all-clear signal is given. If a Site Area Emergency is announced and relocation is recommended, children will be transported by vehicles or they will walk to our designated Temporary Relocation Center. If the general public is evacuated, children remaining at the Temporary Relocation Center will be taken to a Permanent Relocation Center, which is determined by the Linn County Emergency Management Agency. Decision makers at the Emergency Operating Center will give further directions over the Emergency Broadcast System. The EBS stations will announce the locations to which students have been taken so that families can be united.

#### **POWER FAILURE, GAS LINE BREAK, AND/OR WATER MAIN BREAK**

If a power failure, gas line break, or water main break occurs, staff will contact utility companies to determine the duration and severity of the outage/breakage. Battery-powered flashlights are located throughout the building for emergency purposes. Should an emergency evacuation from the building be necessary, staff will transport or walk children to our predetermined alternate site. Should the duration of the power failure, gas line break, or water main break continue for an unreasonable amount of time (as determined by the school administrator(s) in advisement from the utility companies or emergency services), school will be dismissed early and parents/guardians will be contacted to pick up their child(ren).

#### **INTOXICATED PARENT OR VISTOR**

If an intoxicated parent attempts to pick up his/her child, the Head of School/Principal or Office Manager will contact an emergency contact and request that they pick up the child. The Head of School/Principal or Office Manager will then inform the intoxicated parent of the pick-up plan. If we are unable to reach an emergency contact, the child must be allowed to leave with the parent. The Head of School/Principal or Office Manager will then inform the parent that the police will be immediately contacted concerning the incident.

An intoxicated visitor will be asked to leave the school immediately, and the parent of the child the visitor was here to see will be contacted.

#### **INTRUDER IN BUILDING**

Staff will determine the location of threat and use their best judgment to determine if exit from the building is necessary.

Staff should direct all students, staff, and visitors into classrooms or other areas that can be secured.

If staff decide to Shelter in Place, the following procedure will be used:

- Lock the door. Do not let anyone in or out of the room.
- Move all persons away from the windows and doors.
- Unless the threat is coming from outside the building, do not close blinds or curtains.
- Determine if anyone is missing from the classroom.
- Utilize the Evacuate, Evade or Escape training procedures.

If staff decide to leave and go to our predetermined alternate site:

- Assist students in exiting the building via closest safe exit. Use windows if necessary.
- Direct students to off-site safe spot.
- Remain there until further notice.

#### **BOMB THREAT**

In the event of a bomb threat, all children will be evacuated using fire drill procedures with any necessary modifications to evacuate the building. Once the children are safely outside, a member of the Administrative Team will notify

authorities of the threat. The authorities will conduct a search of the school building. The children will not enter the school until it is deemed safe by authorities. Parents will be notified of the bomb threat once the children are safe.

### **EARTHQUAKE OR STRUCTURAL DAMAGE**

In the event of an earthquake children will be comforted and will be instructed to stay with the teacher and to take cover under a table or sink (if in the bathroom), against an inside wall, or the doorway. Children will be checked for injuries and then will follow evacuation procedures. If it is determined that our evacuation site is not a safe choice, the children will be kept together in the school parking lot until authorities say it is safe to return to the building or until parents/guardians arrive to take their children with them. Parents will be notified by staff of the location of the children via KCRG (see Emergency Procedures above).

If structural damage occurs to our building, children will be taken out of the building and moved to our predetermined alternate site.

## **MANDATORY CHILD ABUSE REPORTING**

Section 232.69 of the Iowa Code requires that every employee of a licensed school facility, who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of Human Services.

Section 232.70 of the Iowa Code requires that each report made by a mandatory reporter, as defined in Section 232.69, shall be made both orally and in writing. The oral report must be made by telephone or otherwise to the Department of Human Services within 24 hours of becoming aware of suspected abuse. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make an oral report to an appropriate law enforcement agency. The written report must be made to the Department of Human Services within 48 hours after the oral report.

By law, the oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- The names and home address of the child and parents/guardians believed to be responsible for his/her care.
- The child's present whereabouts if not the same as the parent/ guardian's home address.
- The child's age.
- The nature and extent of the child's injuries, including any evidence of previous injuries.
- The name, age, and condition of other children in the same home.
- Any other information which the person making the report believes might be helpful in establishing the cause of the injury, the identity of the people responsible for the injury, or in providing assistance to the child.
- The name and address of the person making the report.

Legal sanctions for failure to report are as follows:

- Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
- Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure (Legal Reference 232.75).

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations (Legal Reference 232.73).

To report child abuse 24 hours per day, call 1-800-652-9516 (toll free)

If necessary, the report can be made by calling the toll free statewide child abuse number (1-800-362-2178). However, you are encouraged to call your local number first. You may call collect.



## EQUAL EDUCATIONAL OPPORTUNITY

Summit Schools provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, sexual orientation, gender identity, age, national origin, socio-economic status, marital status or disability. Furthermore, Summit Schools affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. Inquiries regarding compliance with equal educational or employment opportunities should be directed to Laurene Lanich or Larisa Bickel, school administrators, Summit Schools, 1010 Regent St. NE, Cedar Rapids IA 52402.

## STAFF AND SCHOOL CONTACT INFORMATION

Summit Schools, Inc.  
1010 Regent St. NE, Cedar Rapids IA 52402  
Phone: 319.294.2036  
Voice Mail: 319.294.2038  
FAX: 319.538.0405  
Website: [summitschools.org](http://summitschools.org)

Name	Title	Email	Voice Mail #
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Larisa Bickel	Director of Business & Operations	<a href="mailto:larisa.bickel@summitschools.org">larisa.bickel@summitschools.org</a>	206
<b>Teachers/Associates</b>			
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Teresa Coleman	Teacher	<a href="mailto:teresa.coleman@summitschools.org">teresa.coleman@summitschools.org</a>	214
Jamie Day	PE, Health & Wellness Teacher AM Xday	<a href="mailto:jamie.day@summitschools.org">jamie.day@summitschools.org</a>	
Emily Fleming	Teacher	<a href="mailto:emily.fleming@summitschools.org">emily.fleming@summitschools.org</a>	212
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Chris Maloney	Teacher	<a href="mailto:chris.maloney@summitschools.org">chris.maloney@summitschools.org</a>	209
Sue Menken	Teacher	<a href="mailto:sue.menken@summitschools.org">sue.menken@summitschools.org</a>	211
Jamie Newton	Teacher	<a href="mailto:jamie.newton@summitschools.org">jamie.newton@summitschools.org</a>	215
Erin Valarezo	PreK Associate PM Xday	<a href="mailto:erin.valarezo@summitschools.org">erin.valarezo@summitschools.org</a>	209
Shawna Walker	Teacher	<a href="mailto:shawna.walker@summitschools.org">shawna.walker@summitschools.org</a>	213
<b>Support Staff</b>			
Rachel Eilers	Food Service Director	<a href="mailto:rachel.eilers@summitschools.org">rachel.eilers@summitschools.org</a>	
Catharine Johnson	Accountant	<a href="mailto:catharine.johnson@summitschools.org">catharine.johnson@summitschools.org</a>	203
Kathleen Reinwart	Office Manager	<a href="mailto:kathleen.reinwart@summitschools.org">kathleen.reinwart@summitschools.org</a>	200

Mia Resa	AM Xday Assistant		
Willa Stroschine	PM Xday Assistant		
Tonya Trudo	Marketing & Communications Director	tonya.trudo@summitschools.org	202
	Summer Camp & LEC Director		