



SUMMIT MIDDLE SCHOOL

**4655 Hanover Avenue
Boulder, Colorado 80305**

STUDENT HANDBOOK 2011 - 2012

Main Line: 720-561-3900

Fax Line: 720-561-3901

Attendance Line: 720-561-3902

School website: www.bvsd.org/schools/summit

Summit office email address: summit.office@bvsd.org

Mr. David Finell, Principal

SUMMIT MIDDLE SCHOOL - MISSION STATEMENT

- To provide a rigorous, academic curriculum that promotes high levels of student effort and academic achievement.
 - To foster high self-esteem through stimulating intellectual challenge and meaningful academic accomplishment.
 - To inspire in students a lifelong love of learning, a desire for self-development and good citizenship.
 - To create a community of peers who value scholarship, academic achievement, and creativity.
- To serve as an excellent preparation for students intending to study in rigorous college-preparatory high school programs, including International Baccalaureate and Advanced Placement.

SUMMIT MIDDLE SCHOOL BOARD OF DIRECTORS 2011-2012

Ahmad Akrami	303-435-3093	aakrami.at.summit@gmail.com
Polly Dawkins	303-458-0777	pdawkins.at.summit@gmail.com
Barbara Knapp	303-818-7759	bknapp.at.summit@gmail.com
Sue Kunz	303-448-9333	skunz.at.summit@gmail.com
Albert Lee	303-594-5172	alee.at.summit@gmail.com
Dwayne Nesmith	303-775-5034	dnesmith.at.summit@gmail.com
Shelley Sapsin	720-378-2110	ssapsin.at.summit@gmail.com
Chitra Seshan	303-499-3191	cseshan.at.summit@gmail.com
Liz Snowden	303-909-0132	lsnowden.at.summit@gmail.com

This handbook belongs to: _____

CALENDAR 2011-2012

August	15	New student/parent registration, 7:30am-8:15am
	15	First day/picture day for new students only/half day 8:15-1:00
	15	Reception for new parents, 8:15-9:30am
	15	Returning student registration/picture day 10:00am-3:00pm
	16	First day for all students, full day
	26	Elective change request deadline
September	1	Back to School Night, 6:30 p.m.
	5	Labor Day - no school
	15	Helping Your Child Succeed at Summit, 6:30 p.m.
	16	1/2 Day - Professional development meetings*
	30	State Pupil Count Day
October	4	Picture retakes
	12	Parent/teacher conferences 1:30-6:30 p.m.* (A-H)
	13	Parent/teacher conferences 1:30-6:30 p.m.* (I-Z)
	14	Summit Day - no school
	18	Vision & Hearing Screening 8:15 a.m. (tentative date)
	19	First quarter ends
	29-30	HW-"free" and family weekend
November	21-25	Thanksgiving Holiday - no school
December	9	1/2 Day - Professional development meetings*
December 19 - January 3 Winter Break - no school		
January	4	School resumes
	13	1st semester ends
	16	Martin Luther King Jr. Day - no school
February	16	Parent/teacher conferences 1:30-6:00 p.m.* (I-Z)
	17	Parent/teacher conferences 1:30-5:00 p.m.* (A-H)
	20	Presidents' Day - no school
March	9	1/2 Day - Professional development meetings*
	20	Third quarter ends
	26-30	Spring Break - no school
April	2	School resumes
	7-8	HW-"free" and family weekend
	20	Summit Day - no school
May	4	1/2 Day - Professional development meetings*
	28	Memorial Day - no school
June	1	Last day of classes; 8th grade graduation

* **Conferences and 1/2 Day Professional Development Meetings note:**
Summit students will be in class 8:00 a.m.-12:15 p.m. on these days.

Remember: Summit has a late start (8:55 a.m.) on Sept 12 and 26, Oct 10 and 24, Nov 14 and 28, Dec 12, Jan 9 and 23, Feb 13 and 27, Mar 12, April 9 and 23, and May 14.

Daily Schedule

Period 1	8:00	-	8:50
Pledge/Announcements	8:55	-	9:00 (in Period 2 classroom)
Period 2	9:00	-	9:50
Nutrition	9:55	-	10:00 (in Period 2 classroom)
Period 3	10:00	-	10:50
Period 4	10:55	-	11:45
Lunch	11:45	-	12:20
Period 5	12:25	-	1:15
Period 6	1:20	-	2:10
Period 7	2:15	-	3:05

ATTENDANCE AND TARDY PROCEDURES

Summit's policies regarding student attendance are designed with concern for the student. Regular and timely attendance is an educational requirement of all classes at Summit Middle School and is the responsibility of the student and parents or guardians. All absences have a negative effect on instructional continuity, regardless of the cause of the absence or the attempts to make up the work missed. Parents or guardians are urged to make every effort to schedule travel plans during times when school is not in session and to avoid extended breaks/vacations.

Students must attend Summit full-time. We do not permit home schooling for any subjects.

NOTIFICATION OF ABSENCES BY PARENT TO SCHOOL

- Contact the office by 9:00 am on the day of a student's absence.
- Contact the office by 9:00 am on any subsequent day of illness.
- If the parent or guardian will be out of town, he or she must notify the office as to who will have the authority to act as the student's guardian.

NOTIFICATION OF ABSENCES BY SCHOOL TO PARENT/GUARDIAN

- When a student is absent from school and no contact has been received from parents or guardians, the school will send an automated message to inform parents of the absence.

EXCUSED ABSENCES

- Students will be allowed a maximum of ten days of absences in a school year for any reason.
- The office must be notified of all absences in order to be excused.
- Parents should contact the office at least five school days in advance of planned absences (also see ARRANGING FOR WORK PRIOR TO AN ABSENCE).
- Absences due to major religious holidays (as listed on the BVSD website) will be excused and will not count towards the 10 day maximum.

UNEXCUSED ABSENCES

- All absences beyond the allowable ten days will be unexcused, unless accompanied by a doctor's note.
- No credit will be granted for unexcused absences.
- A remedial attendance plan may be developed by the Administrative Staff within five days after the student's first unexcused absence within a school year (see TRUANCY).
- Absences from school due to suspension will be considered unexcused.
- Class work missed during unexcused absences should be completed, but will not receive credit.
- Under extreme circumstances, the principal or assistant principal may excuse an absence occurring beyond the allowable ten days.
- A student's attendance record will start anew each year unless he or she has an attendance contract from a previous year and/or school (an attendance contract will follow a student throughout his/her time in BVSD schools), or has been referred to the District Attendance Advocate's office.

MISSED WORK AND ARRANGING FOR WORK PRIOR TO AN ABSENCE

- Students are responsible for all class work missed due to any absence, whether excused or unexcused.
- If a student is absent one or two days for planned or unplanned absences, he or she should check teacher websites and with classmates for missed assignments.
- For excused absences, students will have two days for every day absent to complete assignments unless other arrangements are made with teachers.
- If a child has been absent for at least **three days** due to illness, the parent or guardian may request assignments **from the office**. Upon receiving this request, the office will notify the teachers and ask for any available work. The work will be available to pick up in the office after 3:00 p.m. on the **following** school day.
- For a planned absence of at least **three days**, families should notify the office at least five school days in advance of the absence, and the office will make the homework request for the absence period.
- Please do not contact teachers directly regarding these requests.
- Pick up any available work in the office on the day prior to the absence for a planned absence.
- Students should attend teacher office hours upon returning to school and schedule make-ups with the teacher.

IN-SCHOOL ACTIVITIES

- School-related activities causing a student to miss an occasional class will not be considered an absence, however, students are still responsible for work missed. These circumstances include, but are not limited to, student council, field trips, early dismissal for athletic travel, or counselor or administrator appointments.

TARDINESS

- Students who arrive to class after 8:00 a.m., or who are late to any class during the school day, will be considered tardy regardless of the reason for arriving late. Exceptions are medical reasons or a teacher keeping a student late.
- Students who have four unexcused tardies to school or to any class in a single month, or ten unexcused tardies during the school year, will be considered habitually tardy and will be placed on a tardy management plan.
- This tardy management plan will include consequences for continued tardiness such as lunch detention.

TRUANCY

- Summit Middle School is a closed campus, and once students are on school grounds, they are required to stay unless signed out by a parent/guardian/written designee.
- Students are truant if they: leave school for any reason without signing out in the office, are absent from school without parent and school administrative permission, are absent from individual classes without teacher permission, obtain a pass to go to a certain place and do not report, become ill and go home without authorization or stay in the restroom instead of reporting to the health room, come to school, but do not attend classes.
- According to state law, every child who has attained the age of 7 years and is under the age of 17, except as provided by this section, shall attend public school for at least 1059 hours during each school year.
- It is the parent/guardian's responsibility to see that the child complies with this law.
- The law provides that a legal petition must be filed when a student establishes a pattern of truancy.
- Students absent without the consent of a parent and the school administration are considered truant. Repeated truancy may be cause for interagency follow-up and legal action through the truancy court process.

Habitually Truant Students:

- A remedial attendance plan may be developed by the administrative staff within five days after the student's first unexcused absence within a school year in order to have the child remain in school. When practicable, this is done with the full participation of the child's parent or guardian.
- The administrative staff shall make reasonable efforts to notify the student and the parent or guardian to review and evaluate the reasons for the child's truancy.

- Appropriate consequences may be applied when there are repeated unexcused absences, including disciplinary measures, the imposition of academic sanctions, and/or the initiation of court proceedings to enforce the requirements of the Colorado School Attendance Law.
- Whenever a student's educational progress becomes affected because of absence, the administrative staff shall notify and attempt to meet with the parent or guardian so that planning for remediation may occur. The plan will be at administrative staff discretion.

EXTRACURRICULAR ACTIVITIES AND ACADEMICS

- It is Summit's policy that students must maintain a minimum C- grade or above to participate in Summit extracurricular activities, such as sports and performances.
- At any time, if a student has a D or F average in any subject, that student may not be allowed to participate in games, rehearsals or performances until a grade of C- or above has been achieved.
- Such students may also be excluded from some field trips.
- A student must attend school on the day of an extracurricular event, such as a sport, concert or play, in order to attend that event. A student who is absent, regardless of the reason for the absence, may not participate in any extracurricular activities on that day.

EXTENDED SCHOOL YEAR ABSENCES

- Summit students are expected to attend school from the first scheduled day through the last scheduled day; vacations during school days are discouraged.
- Students who are not present during the October Pupil Count are not funded, thus Summit may not approve a student absence during this time period.
- In the event that a family will be temporarily living outside of the Denver Metro area for the purpose of a temporary work assignment, sabbatical or any other reason, the Boulder Valley School District (BVSD) requires that student to be withdrawn from Summit's enrollment. The student, and any younger siblings intending to apply to Summit, would then be required to reapply for admission via BVSD's open enrollment process. Re-enrollment at Summit is not guaranteed. Finally, the withdrawn student must be enrolled at another school (even if out of the country) or as a homeschooled student with BVSD to avoid being listed as truant.

RELEASE DURING THE SCHOOL DAY

- If a student must leave during the school day, the parent/guardian should meet the child at the office and sign the child out.
- For reasons of safety, students will not be released except to their parents or guardians or someone who has been designated in writing by the parents or guardians.
- If a student returns to school after being released, s/he must sign in at the office and pick up a late pass before going to class.
- Planner passes are used teacher to teacher during one class period.

FINAL EXAM ATTENDANCE POLICY

Teachers use the data from finals to better understand student achievement, as well as to reflect on the effectiveness of their curriculum and instruction

- Participation in finals is expected of all students.
- Summit Middle School teaches an academically rigorous, standards-based curriculum, and students are expected to master particular skills and content.
- Systematic assessment of student progress is central to the curriculum. One of the main reasons Summit teachers plan finals is to determine the exit status of each child in the class.

Policy:

- All Summit students will attend school during finals, which are scheduled during the last two weeks of the school year.
- If a student will miss one or more days of school during finals, written notification must be given to the office at least two weeks prior to the absence to allow teachers time to prepare appropriate final activities for that student. (Please do not contact teachers directly regarding these requests.) This may include taking the

final early, taking another version of the final (such as one from a previous year), or completing an alternate task at the teacher's discretion.

- If such absences bring a student beyond the allowable ten days in a year or if the office is not notified within the appropriate time, the absence will be considered unexcused and no credit will be given.

SUMMIT MIDDLE SCHOOL EXPECTATIONS

All students and staff have the right to attend school in a safe and caring environment that is free of harassment and intimidation.

STUDENT BEHAVIOR

Students are expected to show respect for all people, for individual property, school property, and the environment. Students are also expected to behave responsibly at all times. Physical or verbal harassment of others, including sexual, ethnic, racial, religious, or bullying, will not be tolerated and may result in any of the following: administrative referral, conference with parents, suspension or expulsion.

Expectations for student behavior include, but are not necessarily limited to, the following:

- Students must bring necessary materials (including student planners) to class every day.
- It is the student's responsibility to print all work at home.
- Students are expected to do their own work. Cheating (including plagiarism) will result in a zero on the assignment in question and a referral to the Administrative staff for further disciplinary action.
- Students must be in the classroom ready for class activities to begin at the start of each period.
- Distracting items such as iPods and cell phones are not to be used during class time.
- Headphones may be allowed in study hall only, as long as they are not being shared or distracting others.
- Physical displays of affection are not acceptable on school grounds.
- Possession or use of tobacco, alcohol, and/or illegal substances is forbidden on school grounds.
- Possession of weapons or weapon facsimiles (i.e., toy or pretend weapons) is an expellable offense and is strictly forbidden on school grounds.
- Students are expected to remain on school grounds, including during lunch, unless checked out at the office and accompanied by a parent/guardian or designee.
- Food and drinks are not to be consumed in the halls, library, gym or classrooms, except during nutrition break or when an indoor lunch due to weather conditions is announced by the office.
- Gum is not allowed anywhere on school grounds at any time.
- Students are expected to take responsibility for their own actions and their own choices.
- Discipline is a dual responsibility. Mutual cooperation between staff and parents or guardians is necessary to encourage acceptable student behavior. Respect for authority, as well as each other is essential. Individual student actions must not interfere with the rights or jeopardize the education of other students.
- Students should behave as Summit representatives on any Summit-sponsored off-site event such as a field trip or extracurricular activity. A student exhibiting inappropriate conduct will be prohibited from attending any other Summit-sponsored, off-site events for the rest of the school year.

STUDENT DRESS

- A reasonable cleanliness of person and appropriate apparel is an essential aspect of a school culture that is safe, respectful, conducive to learning and free from unnecessary distraction.
- State law requires shoes to be worn inside public buildings.
- Beach wear, bare midriffs, holes in pants or shorts, and underwear visible to others are examples of clothing considered inappropriate for school.
- Short shorts and tank tops with straps less than ½ an inch wide are also not acceptable.
- Dress that is dangerous or so distracting that it clearly interferes with teaching or learning may not be worn.
- Apparel that endangers the student while s/he is participating in classroom activities, such as labs, industrial arts, and shop-type classes, may not be worn. The instructor will make a decision as to the safety or suitability of clothing.
- Sunglasses and hats are not to be worn in the building. Hats may be worn on Fridays.
- Students will be asked to change clothing that depicts/promotes tobacco, alcohol or drugs, gang association, is obscene or disrespectful, promotes sexual/ethnic/racial harassment or presents offensive images.

ENFORCEMENT OF STUDENT BEHAVIOR

Normally, for less serious misbehavior, we expect that reminders and/or brief conferences with a staff member will correct a situation. For violation of school rules, including bullying, harassment, or repeated misbehavior, office referral and parent contact will be necessary. The following disciplinary actions may be taken based upon the severity of the misbehavior:

- **Referral Action:** Conference, verbal reprimand, and loss of item in question, letter of apology, denial of a privilege.
- **Corrective Action:** Requiring a student to restore or assume responsibility for any damaged item.
- **Detention:** Requiring a student to spend a specific amount of time in a restricted area before school, at break, lunch, or after school. Detention takes precedence over after-school activities and athletics.
- **Suspension In-School:** Requiring a student to spend part of or the entire day under administrative supervision. Class work missed must be completed for credit.
- **Suspension:** A student may be suspended from all aspects of the school program for a period of 1 to 5 days. Certain Colorado statutes govern the grounds for suspension and can be found at: http://www.cde.state.co.us/cdereval/download/PDF/StudentDisciplineIncidents/CRS_22-33-106_Grounds%20for%20Suspension.Expulsion.DeniedAdmissions.pdf. Class work missed should be completed for the academic experience, but will not receive credit. A re-entry conference will be required. Students on suspension must not be on campus or participate in any school-sponsored, off-campus events during the suspension period or trespassing charges can be filed.
- **Habitually Disruptive Student Plan:** Any student who continually disrupts the learning environment is, by Colorado law, subject to being placed on a Habitually Disruptive Student Remediation Plan. Once a student is on this plan, any serious disruption he or she causes in school results in a parent meeting and a revised remedial discipline plan. Expectations and policies are communicated to the student. If the student continues in disruptive behavior, s/he moves to the next step.
- **Expulsion:** Where other measures have failed repeatedly to correct the discipline problem, or in the event of serious offenses (e.g. possession of weapons), expulsion proceedings may be initiated.

Our goal is to preserve a safe, productive learning environment. Parent reinforcement of rules is necessary.

HOMEWORK POLICY/PROCEDURES -----

- Homework tasks and projects are tied to course benchmarks; they provide opportunities for practice of content area skills and application of knowledge, as well as meaningful assessment data for both the student and the teacher.
- The aim of homework is greater student understanding and achievement. Students who neglect their homework will be less able to contribute to subsequent class discussions and objectives and will, at times, slow the pace of the class.
- The office will not accept, call a student for, or deliver faxed or emailed homework.

LATE HOMEWORK/ASSIGNMENTS

- Students should take responsibility for their daily homework and assignments.
- Should the student anticipate difficulty completing an assignment on time, it is his/her responsibility to meet with the teacher to discuss possible solutions which may or may not include an extension for a given homework assignment.
- Students should expect to lose credit for the late work, up to and including the full value of the assignment.

HOMEWORK WEBSITE INFORMATION

- Teachers will post their homework on their web pages. Links can be found on Summit's website (<http://www.bvsd.org/schools/summit/Pages/default.aspx>). Check the teachers' web pages often for updates.
- This is not a substitute for taking accurate notes in class.

GRADING SCALE

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	59-below
A	93-97	B	83-87	C	73-77	D	63-67		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

GENERAL INFORMATION

BICYCLES, SKATEBOARDS, ROLLERBLADES AND SCOOTERS

- Bicycles must be parked and locked in the racks provided.
- The school is not responsible for damage or theft while bicycles are on school property.
- Bicycles, skateboards, rollerblades and scooters may be ridden to and from school but students must carry/walk them while on school grounds.
- These and other large items must be stored outside or in a locker for the duration of the school day. The office will not provide space for storage of these items.

EMERGENCY INFORMATION

- Parents or guardians are requested to keep their child's emergency contact information correct and up to date.
- If there is a change in home, cell or work phone numbers, please email or call the office.

FORGOTTEN MATERIALS AND PHONE MESSAGES

- Office staff will not interrupt class for forgotten items and/or phone messages.
- Students should go to the office at lunch to check for any items parents choose to bring in for them.
- After-school plans should be made prior to the school day; the office will only deliver messages for true emergencies (at the discretion of the office).
- This approach will minimize classroom interruption and support our students in developing independence and life skills.

LIBRARY

- Students are expected to behave in a courteous and respectful manner in order to make the best possible use of the services offered.
- Students who disturb or distract others in the library will be asked to leave.
- Classroom teachers and library staff will regulate passage to and from the library.
- A signed pass will be required for entrance to the library except before and after school hours and during lunch.
- If a class has reserved the library, other students may not be able to use the library.
- In order to use library computers, each student and his/her parents must sign and return the BVSD Appropriate Use of Technology Form.
- Library computers are for academic use only; students who misuse them will be denied further access to computers.
- If an adult is not available to supervise the library, the library will be closed.
- Food, drinks, candy, and gum are not allowed in the library.

Library Checkout Rules:

- Appropriate charges will be made for damaged or lost materials.
- Books may be checked out for two weeks; magazines may be checked out overnight.
- Students should never remove materials from the library without checking them out first.
- Failure to return books or other materials when due will deprive the student of further checkout privileges until the materials are returned and fines or replacement costs are paid.
- A book return is located at the circulation desk.

Library Website Databases: The library subscribes to two databases. When used from school computers, no password or user name is necessary. If you are at home, you can access these databases from the library website:

<http://bvsd.org/schools/summit/library/>

EBSCO database:

User name: Summit
Password: huskies

New York Times Historical Newspaper database:

Username: 56-47444
Password: bigchalk

LOCKS/LOCKERS

- Every student is assigned a locker and lock at the beginning of the school year.
- Switching to another locker or lock is against school rules.
- Students may not place personal locks on hall lockers.
- The original lock assigned to the student must be on the locker at the end of the school year or the student will be charged a lock fee.
- Permanent materials may not be placed on the lockers.

LOST AND FOUND

- Summit's lost and found is located in the cafeteria.
- Be sure students' clothing, personal articles and school supplies are clearly marked with their name.
- On the last school day of each month, all unclaimed lost items are donated to a local charity.

LUNCH TIME

- Students have two options for lunches: the school lunch program or lunch brought from home.
- Students may not have food delivered (such as ordering in food or arranging for friends to deliver food) without prior permission of the administrative staff.
- Students are expected to observe appropriate behavior at all times and take pride in maintaining an attractive school and campus.
- Students are required to participate in lunch time cleanup throughout the year.
- Food and drink are permitted only in the cafeteria and designated areas.
- Students are required to deposit their trash properly in trash cans and to recycle appropriate items.
- During lunch periods, students should only be in the cafeteria and designated areas.
- Students will only be allowed to go off campus for lunch with their parent, guardian or designee and students must be signed out in the office in order to do so.
- Cutting in line or purchasing food for other students is not allowed.

HEALTH ROOM

- Students who feel ill must let their teacher know and then proceed to the health room.
- A student should **not** call home before going to the health room.
- Students will be dismissed from the health room by the health room staff to return to class or, if necessary, to go home.
- Students must be free of fever for 24 hours (without fever-reducing medication) to be re-admitted to school.
- Students with fevers at school will be sent home.
- Students are not allowed to carry medications. Exceptions are for inhalers and epi-pens, which may be carried if a medical permission form with parent and physician signatures is on file in the health room.
- Students who need prescription or over-the-counter medications while at school are required to have a medical permission form on file with parent and physician signatures as well as information such as dosage, timing, etc.
- Parents or guardians will need to provide the medication to the Summit health room in the original container labeled with the child's name.
- The office and health room staff is not allowed to give ANY medication without the signed permission slip on file, including any over the counter medications such as Tylenol, Advil or cough drops.

IMMUNIZATION RECORDS

- Summit is required to maintain records of all students' immunizations.
- Parents/guardians should send in an updated copy from the child's doctor's office at the beginning of the school year for health room records.

SPORT PHYSICALS

- Students must have a current sports physical in order to participate in any interscholastic sport.
- BVSD and Summit recommend physicals for intramurals as well, though this is not required.
- Sports physicals are valid for one year from the date of the physical, per BVSD policy.

SCHEDULE CHANGES

- Students need to make core and elective course selections carefully during registration.
- If a course change is needed, students should submit a course change request form (signed by parents or guardians) to the office.
- Core course change requests will be processed first; elective course change requests will be processed last.
- If a student's core course placement needs modification, the teacher will discuss the situation with the student and parents.
- Core course changes will be made throughout the school year as needed to assure appropriate placement. Elective course change requests will be accepted only until the end of the second week of the semester.
- Please note that we do not make schedule changes based on teacher preference requests or on the time of day the student desires to take the class.
- Not all elective course change requests can be granted, due to scheduling constraints and the need to balance class sizes and teacher course loads.

MONEY/VALUABLES

- Students who choose to bring valuable items to school do so at their own risk and assume full responsibility for loss, theft or damage to those items.

CELL PHONE and IPOD POLICIES

- To maintain an atmosphere that is respectful of teachers and supportive of Summit's learning goals, **cell phones are to be turned COMPLETELY off (not just on "silent")** and should never be visible or audible during class or assemblies. This includes making or receiving calls and text messaging.
- Cell phones may not be used in the hallway during passing periods or while classes are in session.
- Cell phones are permitted before the first bell of the day, during lunch and after school has been dismissed. Should a student need to make an emergency phone call at another time, s/he must ask the office for permission to use the school phone.
- Electronics such as iPods are permitted before the morning's first bell, during study hall, during lunch and after school has been dismissed.
- During study hall, students may not share headphones; during lunch they may share headphones.
- Consequences for using a cell phone or iPod in a manner contrary to that described above are as follows:
 - **On the first offense**, the cell phone or iPod will be taken away and placed in the office; a parent will need to pick it up.
 - **On the second offense**, the cell phone or iPod will not be allowed at school for one month; a parent will need to pick it up.
 - **On the third offense**, the cell phone or iPod may not be used at school for the rest of the school year; a parent will need to pick it up.
 - Once a cell phone, iPod, etc. is confiscated by a teacher or staff member, **it will only be turned over to the parent or guardian**, who will need to come to the school to pick it up.

STORM/EMERGENCY INFORMATION

If BVSD closes its schools, Summit, as a BVSD school, will be closed!

- Closure information will be posted on the BVSD website and conveyed to local radio/television stations by 6:30 a.m.
- School closings will be broadcast on television channels 2, 4, 7, 8, 9 and 13, as well as the following radio stations: KGNU (88.5 FM), KJMN (92.5 FM), KTCL (93.3 FM), KISS (95.7 FM), KBCO (97.3 FM), KOSI (101.1 FM), FOX (103.5 FM), KOOL (105.1 FM), KBPI (106.7 FM), KHOW (630 AM), KOA (850 AM), KRCN (1060 AM), KBNO (1280 AM).

CONTACTING YOUR STUDENT'S TEACHERS

- To contact a teacher, parents may call the school's main number to find the teacher's voice mail extension to leave a message.
- Teachers may also provide parents with preferred contact information at Back to School night.
- Teachers make every effort to return messages.

- Please do not inundate our hard-working staff with phone calls/emails regarding student absences or missed work. Please refer MISSED WORK on page 4 when your student is absent.

INFINITE CAMPUS (IC) STUDENT/PARENT PORTAL

- The Student/Parent Portal to Infinite Campus at Summit will enable parents/guardians to more readily check a child's academic progress, attendance and schedule.
- The office uses IC contact information to send school communications. Please make sure your IC contact information (including email addresses) is correct.
- Students and parents have separate accounts in IC; they should not share account and password information.
- Summit's teachers update their grades in IC every few weeks.
- To view a child's grades/assignments via the parent portal (using parent log-in information, not student's), click on the Schedule link under your child's name and then on the Schedule page, click on the class name for the appropriate term. This information will not always be up-to-date.
- For those without Internet access, options include using the public library or information from parent-teacher conferences and the printed report cards that come home quarterly.

TEXTBOOKS

- Students are issued a number of textbooks for their use during the school year.
- Once books are checked out to students, it is their responsibility to safeguard books against theft or damage. Students are required to cover their textbooks and return them to the school in the same condition as issued.
- Students will be required to pay for any damage/loss, up to the total replacement cost for the item.
- Report cards and student records will not be released until all outstanding fees have been paid.

VISITOR POLICY

- **All visitors must check in at the office and receive a badge.**
- Parents or guardians are welcome to visit their child's classes; however, parents or guardians must request permission and receive approval from the teachers at least 24 hours in advance of the proposed visit.
- A student's parents or guardians may have reason to request a third party visit or to meet with their student during regular school hours. All such requests must be directed to the administrative staff for authorization.
- Out of town guests may accompany students to classes ONLY with prior approval by the principal.
- Local friends of students are not allowed to drop in as classroom visitors or to shadow at Summit.
- Summit alumni are welcome to visit during lunch hours or after school only; they may not visit classes.
- Extended visits by students not enrolled at Summit will not be allowed.
- No visits may be scheduled the first or last two weeks of school.

COLLABORATION TIME

- Summit will be setting aside time once or twice each month for collaboration between teachers.
- Dates with a late start (9:00 a.m.) this year are as follows:

September 12 and 26	December 12	March 12
October 10 and 24	January 9 and 23	April 9 and 23
November 14 and 28	February 13 and 27	May 14
- Summit teachers and administrators will meet for collaboration time from 7:45 a.m. to 8:45 a.m.
- Students should arrive at school between 8:45 and 8:55 a.m. Classes will begin at 9:00 a.m. and will be 40 minutes long; school will end at 3:10 p.m. on these dates.
- The cafeteria will be open from 7:45 a.m. to 8:45 a.m. for study hall on these days. This is only for working quietly before school begins - there will be no open gym or outdoor play during this time.
- Computers, books, labs and the library will not be available.
- Students will **not** be allowed into the main hallway to get to their lockers until 8:45 a.m.