



Summit Collegiate High School

Student Handbook

An Early College High School

2023-2024 School Year

15550 Redwood St. Porterville, CA 93257

2023-2024

Burton School District

264 N. Westwood

Porterville, CA 93257



Summit Collegiate High School is a WASC accredited High School.

15550 Redwood Street Porterville, California 93257

Tel: (559)788-6440 Fax: (559) 788-6444

www.summitcollegiate.org

◆SUMMIT CHARTER ACADEMY STUDENT LEARNING OUTCOMES◆

Summit Charter Academy Students are of high character who value collaborating with others to think critically about the problems our world faces. Working collaboratively with others SCA students develop creative ideas and innovative solutions to these real world problems.

◆People of Character◆

- ✓ Demonstrate responsibility in their academic and social interactions
- ✓ Show respect towards others and themselves
- ✓ Display confidence and motivation
- ✓ Have goals for their future

◆Global Citizens◆

- ✓ Appreciate the cultures of others
- ✓ Work well with diverse populations
- ✓ Use technology as a tool to connect to the international community
- ✓ Understand their individual responsibility to nature and our environment

◆Collaborative◆

- ✓ Open-minded collaboration with peers
- ✓ Use collaboration as a tool to achieve their goals
- ✓ Communicate through a variety of medias
- ✓ Effectively read, write, listen and speak while learning and collaborating
- ✓ Work to bridge barriers culturally, geographically and linguistically

◆Critical Thinkers◆

- ✓ Identify problems in the real world and create solutions through inquiry
- ✓ Develop creative ideas and seek innovation
- ✓ Take risks and view mistakes as opportunities for growth
- ✓ Are active participants in the changing world around them



All of these skills prepare SCA students to be college and world ready!

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Summit Collegiate Staff

Site Administration

Martin Medina, Principal
Jason Porter, Vice Principal
Danielle Aguilar, Counselor
Delia Salas, Counselor
Vince Sandoval, Psychologist
Irene Ortega, CTE Director

Office Staff

Fabiola Vasquez, Secretary
Chad Moody, ASB & Athletic Dir.
Erika Contreras, Clerk
Veronica Arellano, Clerk
Karen Hernandez, Support Teacher

Teachers

Math

Franco, Katherine
Baeza, Joseph
Escamilla, Salvador
Gonzalez, Cyane

Social Science

Frescas, Aaron
Gasca, Alberto
Wenmer, Micahel

Spanish

Del Hoyo, Luis
Gonzalez, Maria
Machaca, Paulo

Electives

Kenny, Ormonde
Andrade, Maria
Turner, Sharon
Thomas, Garrett
Hermosillo, Silvia
Ramirez, Laura

Teachers

ELA

Posluch, Ben
Moore, Francisca
Luna, Daniel
Palafox, Amelia

Science

Alafa, Erin
Juarez, Georgina
Moore, Sally
Rising, Emily

RSP

Roberts, Kayla
Schuler, Brittany

Physical Education

Wertman, Kimberly
Torres, Isaac



Summit Collegiate High School

An Early College High School



Dear Summit Collegiate High School Families,

Welcome to Summit Collegiate High School, the highschool of the Burton School District.

The 2023-2024 school year will give educators the opportunity to reconnect with students, families and colleagues. The distant time has had an impact on our teaching and learning, but most of all, our daily lives. I am excited to return to full in person instruction, allowing our teachers and support staff to reconnect with our students and families, to find more and better ways to support their social needs, to help them continue learning.

At Summit, it is a priority to care for our students. Yes, to challenge them academically, to make sure they receive the necessary skills to succeed in the future, but more importantly to give them the tools and resources to be confident, happy and social. To teach them how to talk and collaborate with each other, to guide them in their growth as young adults and future leaders.

I look forward to another amazing year with our students, staff, and Summit families. My door is always open, please come in and help us make our high school experience memorable!

Remember, ***“Once a Bear, Always a Bear!***

Martin Medina

Estimadas familias de Summit Collegiate High School,

Bienvenidos a Summit Collegiate High School, la preparatoria del Distrito Escolar de Burton.

El año escolar 2023-2024 brindará a los maestros la oportunidad de volver a conectarse con estudiantes, familias y colegas. El tiempo lejano ha tenido un impacto en nuestra enseñanza y aprendizaje, pero sobre todo, en nuestra vida diaria. Estoy emocionado de regresar a la instrucción completa en persona, permitiendo a nuestros maestros y personal de apoyo volver a conectarse con nuestros estudiantes y familias, para encontrar más y mejores formas de apoyar sus necesidades sociales, para ayudarlos a continuar aprendiendo.

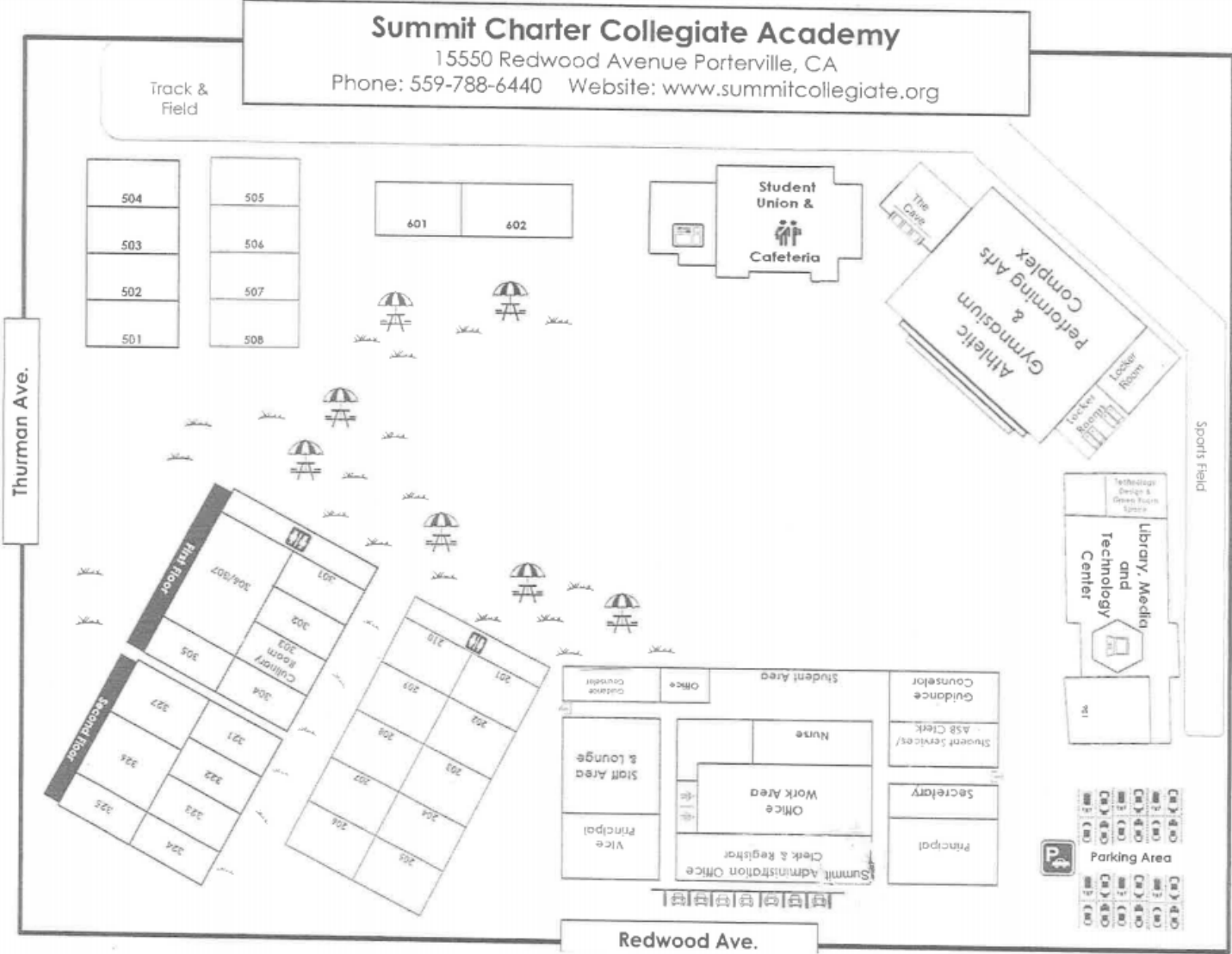
En Summit, es una prioridad cuidar de nuestros estudiantes. Sí, para desafiarlos académicamente, para asegurarse de que reciban las habilidades necesarias para tener éxito en el futuro, pero lo más importante es brindarles las herramientas y los recursos para sentirse seguros, felices y sociables. Para enseñarles cómo hablar y colaborar entre ellos, para guiarlos en su crecimiento como adultos jóvenes y futuros líderes.

Espero tener otro año increíble con nuestros estudiantes, personal y familias de Summit. Mi puerta siempre está abierta, por favor venga y ayúdenos a hacer que nuestra experiencia en la escuela preparatoria sea memorable.

Recuerde, ***“Once a Bear, Always a Bear!***

Martín Medina

Campus Map 2023-2024



Students eating breakfast may arrive no earlier than 7:45 a.m. Students not participating in breakfast should arrive no earlier than 8:00 a.m. Students are to go to the Student Union where they can eat breakfast or wait for the start of school. A warning bell will ring at 8:30 a.m. with classes starting at 8:35 a.m. each day. Students arriving after 8:35 a.m. must check-in through the office.



Summit Collegiate High School

2023-2024 Bell Schedule

Regular Day		Wednesdays		Rally Day		Minimum Day	
Period	Times	Period	Times	Period	Times	Period	Times
0	7:45-8:30	0	7:45-8:30	0	7:45-8:30	0	7:45-8:30
1	8:35-9:28	HR	8:35-9:10	1	8:35-9:25	1	8:35-9:15
2	9:33-10:24	1	9:15-9:45	2	9:30-10:15	2	9:20-9:55
Break	10:24-10:34	2	9:50-10:20	Rally	10:15-10:55	3	10:00-10:35
3	10:39-11:30	Break	10:20-10:30	Break	10:55-11:05	Break	10:35-10:45
4	11:35-12:26	3	10:35-11:05	3	11:10-11:55	4	10:50-11:25
5	12:31-1:22	4	11:10-11:40	4	12:00-12:45	5	11:30-12:05
Lunch	1:22-1:57	5	11:45-12:15	Lunch	12:45-1:20	Lunch	12:05-12:40
6	2:02-2:53	Lunch	12:15-12:50	5	1:25-2:10	6	12:45-1:20
7	2:58-3:50	6	12:55-1:25	6	2:15-3:00	7	1:25-2:00
		7	1:30-2:00	7	3:05-3:50		

THE IMPORTANCE OF REGULAR ATTENDANCE

The Summit Attendance Office Phone Number 559-788-6440 (ext.18001)

ABSENCES

For accounting purposes in California, there is no such thing as an excused absence. It is vitally important that students be in class unless they are ill. It is important not to remove students for vacation trips or other non-essential reasons. Regular attendance is EXTREMELY IMPORTANT to your student's success and to the success of our school. If your student must be absent, please notify the school before 9:00 am or send a note with your student verifying the reason for the absence. For our school, please note the following attendance definitions:

1. **Excused Absence:** Limited to **verified illness**, quarantine, medical/dental appointment (*with a written excuse note from the professional provider of service*) or funeral of immediate family member.
2. **Personal Absence (excused):** Includes court appearance or religious holiday.
3. **Unexcused Absence:** Unexcused absences are those which do not come under any of the definitions of excused absences. Such absences may be reflected in the student's final grade.
4. **Tardy:** Continued tardiness is considered a serious matter. Promptness to class is very important. Students are expected to be in their places, ready to work at the appropriate time.
5. **Truancy:** **Any pupil who is absent from school without a valid excuse for more than 3 days in any school year is considered truant, and shall be reported to the attendance supervisor.**

The state of California considers three (3) or more unexcused absences per school year to be excessive and subject to attendance monitoring and intervention. The state of California also considers three (3) or more incidents of absence (tardy or leaving early) of 30 minutes or more per day to be excessive and subject to attendance monitoring and intervention. Three or more absences or tardies will be brought to the attention of a site administrator, who will contact you to inquire if we may assist in helping your child's attendance improve. School Attendance Review Board (SARB) proceedings will be initiated for habitual absences and tardiness.

The reason for an absence must be verified by a note or telephone call from a parent or guardian regardless of the age of the student. Students, 18 years old or more and who do not live with a parent may verify their own absence. The attendance office telephone number is available for messages 24 hours a day. Parents are encouraged to telephone the attendance office and verify absence reasons by leaving a recorded message. All unverified absences are considered unexcused and will accrue toward truancy. It is the student's responsibility to make up any school work missed as a result of absence.

Absence due to a student's involvement in a school related activity and at which school personnel are present, is not considered an absence by the state for accounting purposes, but is considered an absence from individual classes. It is the student's responsibility to make up any work missed as a result of absence. Please call our office (788-6440 ext. 18001) BEFORE 9:00 AM to request make-up class work. Make-up class work for excused absences is permitted. For each day of excused absence, the student will be allowed one day to obtain, complete, and return make-up class work assigned from an excused absence. A student needing additional time to complete make-up class work must obtain teacher approval prior to the extension of time. The maximum time for completing makeup work, regardless of the length of absence, is two weeks.

ATTENDANCE REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Any student absent from school for any portion of a day (other than for a verified medical appointment) may not participate in or attend any school sponsored activity that day or the following day (if a non-school day). Absence from school because of school sponsored activities or that has received prior approval from the Principal, Dean, or Athletic Director will not prohibit participation. Students absent on Friday would be ineligible to participate in any school event scheduled for Saturday (the following day). Failure to comply with the Attendance/Participation requirement will result in a minimum of five school days of suspension from practice, competition and activities.

CUTTING/DITCHING CLASS

The term “Cutting Class”, “Cut”, “Ditching” or “Ditch” refers to any time a student is not in their assigned class without prior permission from the assigned teacher or to any absence from class that has not been appropriately cleared. This includes, but is not limited to, going to another classroom or location on-campus without express permission from the assigned classroom teacher.

TARDINESS

The first few minutes of each class are among the most important because instructors begin by providing a set for the day and critical instruction. Students are expected to be in their assigned class ready to work when the class start-up bell sounds at 8:35AM. Any student not in his/her assigned class when the start-up bell sounds will receive a “tardy”. Tardiness is addressed through the Summit Discipline Plan. Students may receive disciplinary actions for excessive tardies. Excessive tardiness will be reported to the School Attendance Review Board for possible action. Student arrival at school after 8:35AM requires a sign-in at the Attendance Office. It is the student’s responsibility to make up any school work missed as a result of absence or tardiness.

MOVING - CHANGING SCHOOLS

If a student has to leave school because he/she is moving or transferring, the parent/guardian must contact the Registrar. Failure to do this may result in a delay in transferring records and may result in receiving an unexcused absence for every day your whereabouts are unknown.

WHEN YOU NEED TO BE OUT OF CLASS

HALL PASS: WHEN OUT OF CLASS, STUDENTS ARE REQUIRED TO CARRY A PHYSICAL “HALL PASS”. ANY STUDENT ENCOUNTERED WITHOUT A “HALL PASS” WILL BE CONSIDERED TO BE “CUTTING” CLASS AND WILL BE SUBJECT TO DISCIPLINARY ACTION. STUDENTS ARE NOT TO BE OUT OF CLASS FOR ANY REASON DURING THE FIRST TEN MINUTES OF CLASS.

PASS TO LEAVE CLASS

1. If you have a valid reason to leave school during school hours, you are required to get a pass from the attendance office. Leaving campus without a pass is a serious matter, is considered cutting, and will result in disciplinary action.
2. Passes will be issued only for people having verified appointments. Students who become ill will be allowed to go home only after parent or guardian approval has been received. Other exceptions, such as reporting to work, must be prearranged and verified by a parent or guardian.
3. Students **cannot** leave campus during the day with other students.
4. Never leave the school grounds without a pass. Leaving campus at any time without a pass is considered a CUT and will result in disciplinary action.
5. Students **may not** take backpacks/bags with them into the restrooms during class time.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Students *will not* be permitted to leave school with any person who is not their parent, guardian or emergency contact person (previously authorized in writing by the parent or guardian). Individuals picking up students may be required to show valid identification. Students leaving campus must sign out at the Attendance Office as they depart. Students who have a scheduled off campus period(s) may only leave campus if there is a completed Off-Campus contract on file.

ATTENDANCE NOTIFICATIONS

Summit sends home daily attendance notifications via email, text and/or phone call for any period tardies or all day absences. All absences must be cleared with a school secretary in a timely manner by contacting the school office at (559) 788-6440. A student may not clear an absence from school on their own, that must be done by a parent/guardian.

SUMMIT CHARTER ACADEMY HOME-SCHOOL PROGRAM

Summit offers a fully accredited Home-School Program for students in grades K-12th, using Edgenuity for the high school program. Contact our front office for more information. Summit students choosing to enroll in Home-School must remain in it for the duration of the semester. If a student chooses to return to in-person learning, they must wait until the conclusion of the current school semester to do so. Students on Home-School must complete all coursework, in a timely manner, in order to meet graduation requirements. Failure to do so will result in a student not graduating from Summit. Students who do not make academic progress while in the homeschool program, will be reviewed by the homeschool team and may be required to return to in-person instruction.

Steps for homeschool enrollment:

- Complete Summit Collegiate High School Enrollment Application found on our website.
- If your student is currently enrolled at Summit, a homeschool request needs to be completed. The request can be found on the Summit website under the Parent tab.
- Once your request or application has been received, a homeschool representative will contact you with the next steps.

SCA Enrollment Procedures

Summit Collegiate High School

Enrollment

If the enrollment is less than the maximum number of students then all siblings who apply will have a space. If the enrollment is greater than the maximum per grade level, then priority will be given to siblings (exempt from lottery). A lottery will be conducted and a lottery list will be established based on the protocols below for the remaining students wishing to enter the school. The lottery list will be recreated each year for the next year's enrollment.

*A sibling is identified as one of two or more individuals having one common parent. Full-time employees of the charter who have children will also be given sibling priority for enrollment.

Lottery Protocols:

1. Students attending the charter since kindergarten will be given preference (8th graders at Summit Charter Intermediate Academy will be surveyed and if the number of students is more than the number of spaces available, then a lottery will be held and three tickets will be given). Otherwise, all those wishing to attend Summit will be pre-enrolled in the school per the survey and no other paperwork is needed.
2. In-District Residents will receive preference by receiving two tickets for the lottery.
3. Out of District Residents will receive one ticket for the lottery.

Students will be placed on lottery lists according to the appropriate group ie: sibling; already attending the charter; in-district; out-of district.

Registration materials must be submitted by the registration dates. Siblings will have one registration date at Summit as will non-siblings. The deadline will be decided upon annually, and displayed on the district website, the school website and posted in the school office.

If the student does not accept the placement offered at Summit, their names will be removed from the list and their placement given to the next student on the lottery list.

Summit Charter Academy Lottery Timeline

Lottery, if required To be held within 60 days of the close of open enrollment. To be facilitated by the Director of Charter Education Notification of parents by US mail. Mailed within 2 weeks of the day of the lottery

STUDENT ADMISSION/CONTINUED ENROLLMENT

The Burton School District reserves the right to establish the maximum number of students enrolled in the charter school. The only admission requirements are that the student resides in California and that the student and parent/guardian sign and maintain their commitment to the “Student/Parent/School Compact” and “Enrollment Contract”. The Compact/Contract identifies the roles and responsibilities for the student, parent/guardian, and the school staff in providing a strong home-and-school support system that will be a cornerstone to strong student achievement. The Compact/Contract are distributed each year with the Student Handbook. Each family will be encouraged to contribute at least 30 hours of work to support the school. Opportunities include field trip or classroom support, donations of supplies or equipment, and campus work projects.

In order for students to be eligible to attend the Summit Charter Academy, they must meet the following minimum requirements:

- Be a resident of California
- Student and parent/guardian sign and maintain their commitment to the School Compact and Enrollment

Contract. This compact identifies the roles and responsibilities for the student, parent/guardian, and the school staff in providing a strong home-and-school support system that will be a cornerstone to strong student achievement. Continued attendance at the school will be contingent upon fully honoring the terms of the compact and Enrollment Contract.

Admissions applications may also be rejected if the student has been expelled or is facing a pending expulsion from another district, the Burton School District, or has severe discipline/behavioral and/or attendance issues at their current school.

The Board of Directors will ensure student admissions are consistent with the delivery of the educational programs and meeting the educational goals of the school. Consistent with the Board of Trustees’ policy, “Students who attend Burton School District are expected to maintain good attendance and conduct. Students who exhibit poor citizenship and/or irregular attendance may be asked to return to their home school.”

Probationary Enrollment Contract: Students may be placed on a Probationary Enrollment Contract. This contract will ensure that each student will have regular and punctual attendance with less than a 10% absence rate and no more than 3 tardies in one quarter, make progress toward meeting all graduation requirements – stay on track to graduate, maintain a minimum 2.0 GPA on each progress report and report card and receive no disciplinary referrals for a behavior resulting in suspension from school. If the student fails to meet the expectations as specified above, the student’s invitation to attend Summit can be revoked and would require the student to attend the school of his/her residence.

Continued attendance at the school will be contingent upon fully honoring the terms of the Compact/Contract. Consistent with the Board of Trustees’ policy, “Students who attend Burton Elementary Schools are expected to maintain good attendance and conduct. Students who exhibit poor citizenship and/or irregular attendance may be

asked to return to their home school.” Students will be allowed to continue their attendance at the school in the following year if all terms of the School Compact have been substantially met by March 15th of the current year, as determined by the Board of Directors. The Board may deny automatic continued enrollment for these reasons:

- There is documentation the student has not maintained his/her responsibilities for academic performance, behavior, or attendance.

**All disagreements will be heard by the Board of Trustees.

In order to attain a racially, economically, and geographically diverse population, the admissions process will be designed to reach out to all families in the greater Porterville community and to enable the school to have a diverse student body. If more students than can be admitted apply, the following admission processes will be followed:

- First priority will be given to students who live in the “neighborhood” that the school falls within (as established by the Burton School District). This applies only to the K-6 sites of SCA.
- Second priority will be given to students who live in the District, who currently attend a Burton school, or who are siblings of students who attend a Burton school.
- Third priority will be students from outside the district. Families that currently attend schools deemed “Performance Improvement” would be given preference over other out-of-district families.

The Summit Charter Academy will be non-sectarian in its programs, admissions, policies, employment practices and all other operations. The school shall not charge tuition and shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability.

Further, the school will ensure that a free and appropriate education is provided to all children with exceptional needs.

SUMMIT COLLEGIATE ACADEMIES

Summit Collegiate High School offers a sequence of courses for three Career & Technical Education (CTE) academies in the media arts, culinary and hospitality and business industry sectors and the opportunity to earn college credit with local community college partners through our Early College Academy. Our academies help students become prepared for college and career success.

Early College Academy (ECA):

The Early College Academy provides students the opportunity to earn college credits while working towards their high school graduation requirements. Summit Collegiate students will follow a path to earn up to 60 college credits towards an Associate’s Degree in Social Science.

Academy of Culinary and Hospitality (ACH):

The Academy of Culinary and Hospitality students focus on the culinary arts. This academy introduces Summit Collegiate students to the art and practical skills of food preparation and hospitality.

Academy of Leadership in Business (ALB):

The Academy of Leadership in Business provides Summit Collegiate students the foundational knowledge of the business world, while focusing on and fostering essential leadership skills.

Academy of Digital Design & Innovation (ADDI):

The Academy of Digital Design & Innovation provides Summit Collegiate students the opportunity to develop their creative, technical, and entrepreneurial skills in the media arts fields.

SUMMIT DISCIPLINE AND BEHAVIOR PLAN

SCHOOL-WIDE DISCIPLINE PLAN

Summit insists on being a drug and alcohol free school and will not tolerate violence or threats of violence, disrespectful behavior, bullying, weapons, or destruction of property. Students who do not adhere to these policies will be held accountable by measures up to and including suspension and criminal prosecution and/or dismissal by the SCA Board of Directors. The following School-Wide Behavior Expectations, including but not limited to the following rules, practices, and actions, are in effect on all SCA campus facilities and at all Summit events and activities:

SUMMIT CHARTER ACADEMY DISCIPLINE STEPS

All students are expected to follow rules set forth in the Student/Parent Handbook at all times. If you do not conduct yourself in a manner consistent with the Student/Parent Handbook the following steps will take place (serious offenses, generally those that violate Ed Code 48900 and grounds for suspension, will go directly to step 3 or step 4, and may involve moving more than one step per offense):

STEP 1: Student's first behavior referral.

- You will have a conference with the Principal or designee.
- Your parents will be contacted.
- If you go 10 consecutive school days with no more referrals, you will be removed from the discipline track (clean start).
- Other means of correction will be offered (refer to pages 16-17 of the district's guidance document).

STEP 2: Student's second behavior referral.

- You will have a conference with the Principal or designee and teacher if referral is for a classroom behavior issue.
- You, your teacher, and your parents must complete and sign a Behavior Action Plan.
- Other means of correction will be offered (refer to pages 16-17 of the district's guidance document).
- If you go 10 consecutive school days with no more referrals, you will move back to Step 1.

STEP 3: Student's third behavior referral.

- You will have a conference with the Principal or designee and teacher if referral is for a classroom behavior issue.
- Your parent(s) will be contacted by phone or in person immediately.
- Your Behavior Action Plan will be modified.
- Other means of correction will be offered (refer to pages 16-17 of the district's guidance document).
- You may serve a school suspension for a minimum of 1 day or up to 5 days.
- You and your parents will meet with the Behavior Leadership Team.
- If you go 10 consecutive school days with no more referrals, you will move back to Step 2.
- A student placed on Step 3 for the same offense as steps 1 & 2 will remain on Step 3 for the offense for no less than the remainder of the current school year.

STEP 4: Student's fourth behavior referral.

- You will have a conference with the Principal or designee.
- Your parent(s) will be contacted by phone or in person immediately.
- Other means of correction will be offered (refer to pages 16-17 of the district's guidance document).
- You may serve a school suspension **for a minimum of 3 days** and/or may be involuntarily assigned to the Community Day School.
- You will appear in front of the SCA Board of Directors and your attendance may be revoked.
- If you go 10 consecutive school days with no more referrals, you will move back to Step 3, unless you are sent to the Community Day School a second time. If that's the case, you will not be able to regress to a step lower than STEP 3 for the remainder of the school year.

Note: The Principal/Director has sole authority as to the seriousness of the offenses/referrals that will apply to the Discipline Step process and reserves the right to invite children to attend other district-provided schools (or their school of residence) when their discipline, attendance, achievement and/or other criteria can not be successfully supported within the Charter or when the spirit or terms of the Parent/Student/School Compact are continually violated. In addition, the Principal/Director may place a student on a “permanent” step when the behavior is significant but may not warrant dismissal from the school. Such “permanent” steps will have the conditions and terms explicitly stated. Parents may appeal any decision for removal from the charter by submitting their written petition to the Board of Directors of Summit Charter Academy. The decision of the Board of Directors will be final. It is the intent of the entire staff of the charter school that students and parents will not be removed from the charter school for behavioral or discipline problems unless the removal is consistent with Burton School District policies or the problems fundamentally compromise the unique educational mission of the charter school. In these events, students may be re-assigned to their traditional neighborhood Burton school (if they are residents of the district).

OTHER STUDENT BEHAVIOR EXPECTATIONS

CHEATING, PLAGIARISM, OR FORGERY

1. Students are expected to conduct themselves honestly and with integrity in their work. The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school process or procedures are detrimental to the education process and are grounds for disciplinary action. This includes the use of any artificial intelligence (AI) program.
2. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:
 - a. Copying another student’s homework
 - b. Working with others on projects that are meant to be done individually
 - c. Looking at or copying another student’s test or quiz answers
 - d. Allowing another student to look at or copy answers from your test or quiz
 - e. Using any other method to get / give test or quiz answers including, but not limited to, the use of technological devices such as cell phones
 - f. Taking a test or quiz in part or in whole to use or to give others
 - g. Copying information from a source without proper attribution
 - h. Taking papers from other students, publications, or the Internet.

3. Penalties for Cheating/Plagiarism:

First Offense:

- Parent notification by instructor.
- Referral filed with the Assistant Principal, or Principal.
- Grade of “0” on the work.
- Student counseled as to the seriousness of the offense.

Second Offense:

- Parent notification by the Assistant Principal, or Principal.
 - Grade of “0” on the work/assignment.
 - Referral for disciplinary action.
 - Student removed from the class with a final grade of “F”.
4. Circumstances may occur to cause the administration to bypass steps for the first and/or second offense, i.e. final exams.
 5. Repeated incidents of cheating are subject to further disciplinary action up to and including possible review by the SCA Board of Directors.

ADVANCED PLACEMENT CLASSES

The Advanced Placement (AP) program at Summit provides qualified students with the opportunity to pursue college-level courses while in high school. The AP program is a national, cooperative educational endeavor of the College Board. The program is based on the belief that high school students can successfully complete college-level studies and receive college credit and/or advanced placement for them. For more information, contact your student's counselor.

AEROSOL CANS

Aerosol cans (for example - paint, hair products, body spray, pepper spray, etc.) are not permitted. Special permission to have such products may be obtained for special projects or activities from administration. Failure to obtain permission ahead of time will result in disciplinary action.

BUS RULES – TO AND FROM SCHOOL

SCA will generally provide bus transportation for students who reside within the boundaries of the Burton School District. Other transportation arrangements may be made for groups of students residing outside of the Burton School District area. In order to ride school provided transportation, students must obey state transportation laws and cooperate with the bus driver at all times. The school district is not compelled by law to furnish transportation. The privilege of riding a Burton School District bus may be denied to anyone at any time. Bus privileges are administered by the transportation department.

GAMBLING

Gambling of any kind is prohibited and may result in disciplinary action.

CELL PHONES & ELECTRONICS

At Summit, students are expected to use their devices respectfully and responsibly. The use of these devices is a privilege and if misused students will lose their privilege. Cell Phones or any other electronics may not be used during class time, failure to follow this expectation may result in disciplinary actions. Parents please do not text or call your students during class time. If you need to get a hold of a student or you have an emergency, please contact our front office and we will connect you with your student. Summit is not responsible for stolen, lost, or damaged devices.

1st offense: Warning, student must put away device.

2nd offense: Cell phone is taken away by classroom teacher. Student may pick it up at the end of the day. Teacher will contact the Parent/Guardian.

3rd offense: Device will be confiscated. Student assigned lunch detention. Parent will be contacted and will meet with an Administrator. Item will be returned to the parent.

4th offense: Device will be confiscated, other disciplinary action may be assigned. Administrator will meet with Parent/ Guardian. Item returned to the parent.

FIGHTING

Fighting is a serious offense. The California Education Code defines fighting as: "Causing, attempting to cause or threatening to cause physical injury to another person." Summit defines fighting in the same way. Any student involved in a fight will face severe disciplinary action and may be removed from Summit upon their first offense. If, after a first fight, a student is permitted to continue attending Summit, the student and his parents will be required to sign a "Contract" in which the student agrees to not fight again. The Contract will take the form of a permanent Step 3 on the Step process and **remains in effect until a student graduates.** The terms of the contract

include NO FIGHTING: (1) while the student is on the school grounds; (2) while going to and coming from school; (3) during, or while going to or coming from a school sponsored activity; (4) during the lunch period whether on or off-campus. Under the definition of fighting (stated above), students do not have to throw punches to be considered fighting. Students who violate the contract with a second incident will be dismissed from Summit.

DRESS AND GROOMING RULES

Summit believes success starts at the door and all students should come to school dressed and groomed in a manner that is conducive to the learning process, demonstrates respect for others, and promotes cleanliness and safety:

Any clothing, hairstyle, cosmetic, accessory or jewelry, (even if not specifically mentioned), that creates a safety or health concern, draws undue attention to the wearer or tends to detract from the education process is prohibited. Clothing cannot limit your participation in school activities and programs.

- Appropriate shoes must be worn at all times.
- Heels or platform shoes should be lower than 2 inches. Appropriate shoes are required for PE.
- Pajamas and slippers are not permitted.
- Sunglasses must be worn correctly and are not permitted indoors.
- Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug (mushrooms), alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Under garments may not be exposed at any time.
- Pants must fit at the waist, hips, crotch, and thighs (without the use of a belt).
- Shorts, skirts and dresses must cover undergarments when sitting, standing, or bending. The hemline of skirts should be no shorter than 3” above the knee. Shorts should have no less than a 3” inseam.
- Torn jeans may be worn if all areas showing distress are below the 3” inseam.
- See-through shirts, fish-net shirts, tank tops, thin straps (less than 1 inch), bare midriff, tube tops, (strapless), halter tops (backless), or low-necklines (showing cleavage) are prohibited.
- Shirts longer than the fingertips must be tucked in.
- Hair must be cleaned and groomed and may not interfere with the educational process.
- Clothing that may be a potential weapon may not be worn. (steel-toed shoes, wallet or other chains, items with spikes or studs are prohibited.)
- No clothing that, by virtue of its color, arrangement, trademark, or any other attribute denotes affiliation with or promotes membership in a gang.
- If a student’s piercing poses a safety hazard, the student will be asked to remove the piercing.
- Uncovered and/or visible tattoos are not permitted. Writing and/or drawing on your body is prohibited.
- Coaches and teachers in classes, such as shop, P. E., etc., may impose more stringent requirements than the above consistent with the health, educational and safety needs of the particular school program, sport and/or class.

The Principal reserves the right to make decisions about the appropriateness of dress items that may not be covered by the above policy. In the event of an infraction, the student will be sent to the Principal or Vice Principal’s office to make arrangements to either go home and get acceptable clothing, or have acceptable clothing brought to school. Multiple violations may result in detention, loss of privileges, suspension, and/or possible loss of attendance privileges at the charter school.

Violations of the dress code will result in the following actions:

- 1st INCIDENT:** Verbal warning and student asked to immediately correct the dress code violation. Student will remain in office until the inappropriate dress is corrected.
- Student may change into acceptable clothing that is already at school.
 - Student may call parent to bring appropriate clothing.
 - Student may be temporarily supplied with suitable clothing by the school until the end of the day or until appropriate clothing is brought by parent. Any clothing supplied by the school must be returned the next school day.
- 2nd INCIDENT:** Parent/guardian will be notified; student will change into acceptable garments if immediately available. Student will be placed on step 1 and receive detention during their lunch.
- 3rd INCIDENT:** The student will receive three days of lunch detention. Student will be placed on Step 2. An Administrator will meet with the Parent/Guardian.
- 4th INCIDENT:** The student will be suspended from school for defiance (may be off or on-campus suspension). Student will also be referred to the Student Review Board.

PUBLIC DISPLAY OF AFFECTION

Excessive public display of affection toward another student is considered inappropriate school behavior. A public display of affection must be limited to hand holding. Hugs lasting more than three seconds are prohibited. Any kiss, regardless of the degree of passion, is not appropriate on a school campus, adjacent area, or at a school event. Students who violate this rule will face disciplinary action up to and including suspension from school.

PROHIBITED AREAS

Being in the areas behind buildings is prohibited. Climbing a fence to enter/exit the campus is prohibited. Students in PE classes must remain with their class until the end of the period. Campus patios and common areas are off limits during class unless otherwise assigned. Students are not allowed to be in the alley behind the Cafeteria, the Gymnasium, sports fields, or the 500 building at any time. Such identified behaviors, individuals may be restricted from specific areas on campus and disciplinary action may be taken for multiple offenses.

HAZING

Engaging in or taking part in hazing or committing any act that injures, degrades, or disgraces any other person attending school is specifically prohibited. This type of activity is considered a serious offense at Summit and may result in suspension and/or expulsion. For More Information, Refer to Appendix 2 - Hazing

WEAPONS ON CAMPUS

Weapons of any kind, or any item that can be used as a weapon, or any item that resembles a weapon are prohibited. Knives of any size or blade length are ***not*** permitted on campus. Guns (real, toy, paintball, and/or Airsoft) are not permitted. Students found in possession of a weapon will face severe disciplinary action which may result in suspension, expulsion, revoking of attendance of SCA, possible transfer to alternative education programs, and/or referral to law enforcement.

LASER PENS OR LIGHTS

Laser pens or laser lights are not permitted on campus or at any school facility or activity or in any school vehicle at any time. Possession of such items will result in disciplinary action.

STUDENT SEARCHES

School properties may be inspected by school authorities (Principal, Vice Principal or Principal's Designee) in the interest of maintenance, health, and safety. Inspection for drugs, narcotics, alcohol, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. A student's personal property and belongings may be searched if reasonable cause has been established that the student is in violation of any items listed under Education Code 48900.

ILLEGAL SUBSTANCES

It is the policy of Summit to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in school involving the possession, sale, and/or use of illegal substances. Possession of such items will result in disciplinary action.

SUSPENSION

Students suspended in-school or off-campus for one full day or more are restricted from participating in all school events and activities during the term of suspension. A student suspended on Friday, or a Friday and the following Monday, may not participate in any weekend school activity. Suspended students are prohibited by California Education Code from being on any public school campus or facility during the suspension.

Education Code Section 48900

Education Code 48900(a) – 48900.7 offenses

For these charges, the school has jurisdiction for those behaviors occurring: while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; and during or while going to or coming from a school activity.

CA Education Code 48900

a(1) - Caused, attempted to cause, or threatened to cause physical injury to another person

a(2) - Willfully used force or violence upon the person of another, except in self- defense

b - Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object Knife is less than 3.5 inches and non- locking blade

c - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, alcoholic beverage, intoxicant

d - Unlawfully offered, arranged, or negotiated to sell a controlled substance, alcoholic beverage, intoxicant of any kind, either sold, delivered, or furnished to a person another liquid

e - Committed or attempted to commit robbery or extortion

f - Caused or attempted to cause damage to school or private property

g - Stole, or attempted to steal school property or private property

h - Tobacco or tobacco products, including cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (possessed, used)

i - Committed an obscene act or engaged in habitual profanity or vulgarity

j - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia

k(1) - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers,

administrators, school officials, or other school personnel engaged in the performance of their duties

k(3) - Except as provided in Section 48910, a pupil enrolled in K-5, shall not be suspended of any of the acts enumerated in this subdivision

k(4) - Except as provided in Section 48910, a pupil enrolled in any of grades 6-8, shall not be suspended for any of the acts specified in paragraph (1).

l - Knowingly received stolen school property or private property

m - Possessed an imitation firearm “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

n - Committed or attempted to commit a sexual assault or committed a battery

o - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both

p - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug

q - Engaged in, or attempted to engage in, hazing. for purposes of this subdivision, “hazing” means a method of initiation or pre initiation into a pupil organization or body, whether or not the organization or body is officially recognized an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in Physical or mental harm to a former, current, or prospective pupil.

r - Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel

MARKING PEN

The possession or use of any type of marking pen (permanent or otherwise) is prohibited. Inappropriate use or possession of a marking pen will result in appropriate disciplinary action.

SEEDS AND GUM

The eating of unshelled sunflower or pumpkin seeds is prohibited. All forms of chewing gum are prohibited. Possession of such items may result in disciplinary action.

TOBACCO

Summit is a tobacco-free environment. The use or possession of tobacco in any form by any person on campus or at a school function or event is prohibited. Possession of such items will result in disciplinary action.

SEXUAL HARASSMENT

Definition: As used in this policy and regulation "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by anyone in or from the District, under any of the following conditions:

a. Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.

b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decision affecting the individual.

c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Students are expected to... • treat all members of the school community with respect and dignity Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive. Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an administrator.

COMPLAINT PROCEDURE

Informal Resolution Process: To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall start with the Assistant Principal receiving the sexual harassment complaint from the student. Formal Resolution Process: If the complaint is not resolved by the informal process to the satisfaction of the alleged victim, a formal process is in place (see board policy 5145.7(c) to resolve the sexual harassment complaint. Consequences: The consequences for sexual harassment will range from a warning through referral to the Governing Board for expulsion. The consequences for sexual battery (intentionally touching the breasts, buttocks, or groin area of another person without his/her consent) will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. The complete Sexual Harassment Policy can be found on the Burton School District website.

SKATEBOARDS/ROLLER BLADES

Students may ride skateboards/roller blades to school and properly store the item in the bike rack area. Other than using skateboards and rollerblades as a means of transportation to and from school, they are prohibited on all Summit facilities at any time (including, but not limited to parking lots and athletic facilities).(CVC 21967)

VANDALISM - DEFACING SCHOOL PROPERTY

Vandalism to and/or defacing school property is prohibited by law. Parents and legal guardians of students are responsible for all damage to school property committed by their child or ward. Committing such acts may result in disciplinary action.

APPEAL OF DISCIPLINARY ACTION

If a parent/guardian would like to appeal the decision made as a result of a disciplinary action taken in association with any Summit curricular program, they should first contact and make an appointment with the vice principal. The last appeal at the high school site level is the principal, by appointment only.

STUDENT REVIEW BY THE SCA BOARD OF DIRECTORS

Summit provides a rigorous academically challenging program accompanied by high expectations for student performance. The following expectations are in place for all students attending Summit:

- Be regular and punctual in attendance (less than 10% absence/no more than 3 tardies for any reason)
- Make progress toward graduation – must be on track to graduate.
- Maintain a minimum 2.0 GPA on each progress report and report card.
- Receive no disciplinary referrals for a behavior resulting in suspension from school.
- Any student failing to meet school expectations may be referred to a review of the SCA Board of Directors. The purpose of the review is to offer direction for improvement and/or dismissal from Summit.

For More Information, Refer to Appendix 3 - Education Code 48900 Grounds for Suspension and Expulsion

SCHOOL EVENTS

DANCE REGULATIONS

Summit holds a variety of dances throughout the year. Students must hold a current Student Identification Card to be admitted to these dances.

Anyone smoking, drinking, or causing trouble at a dance will be subject to disciplinary action and immediately dismissed from the dance.

District Dress Code will be strictly enforced at all dances. Parents **must** pick up their students promptly at the conclusion of dances. If student is of driving age the student must depart promptly at the conclusion of the dance.

STUDENTS MUST HAVE A 2.0 GPA OR HIGHER, OR NO MORE THAN ONE "F", TO ATTEND THREE DAYS PRIOR TO THE EVENT. All student fines must be cleared. Students with suspensions and/or expulsions are not allowed to attend dances.

JUNIOR/SENIOR PROM

The Junior/Senior Prom is open only to eligible juniors, seniors, and their approved guests. Academic Eligibility for seniors will be determined without benefit of an academic probation period. Guests will be permitted to attend only if their names appear on the guest list. Guests must be 20 years old or younger, possess a valid photo ID, and complete a Summit Dance Guest Application. Freshmen and sophomores are permitted to attend the Prom only if invited by a junior or senior. All Junior/Senior Prom attendees must present a photo ID at the event check-in. Prom prices are determined by the Prom Committee. Students are expected to have transportation home at the conclusion of a dance.

SUMMIT ATHLETICS

Summit is proud of its athletic program and the contribution our student-athletes make toward building our school community. All Summit athletes are expected to embrace our School's tradition of outstanding sportsmanship, citizenship, and fair play. Summit Charter Collegiate Academy endorses and complies with the C.I.F. Central Section, and all other local leagues. Our program competes in the East Sequoia League. We will continue to expand our athletic program to suit the needs and interests of our students.

In the Summit Athletics Handbook for Students and Parents, you'll find the goals and objectives of our athletic program, the responsibilities of Summit athletes and their parents, and the Summit expectations for athletes and their parents. Because student-athletes are held to high standards of performance, citizenship, and sportsmanship during school and non-school functions, acceptance of these responsibilities and expectations to self and to the team is mandatory.

Parental support for athletes in these training and academic standards is a most important element in maintaining the athletic and academic balance and competitiveness.

Please contact Mr. Moody, cmoody@burtonschools.org for more information.

PARENT VOLUNTEERS

Parent volunteers may be needed throughout the year. If you are interested in volunteering at the Summit, please call the school and speak with one of our secretaries. Recently, our Board of Trustees has strengthened procedures to protect the safety of students and adults. Volunteer service in the Burton School District is now categorized by the amount of time and level of student contact. Volunteer service is categorized according to the following matrix:

Level 1	Adults who only volunteer in the classroom and class parties/events for no more than 10 hours per month	- Approval of principal -Complete volunteer form -Driver's License/ID copy	Volunteers are under direct supervision of certificated employees
Level 2	Adults who volunteer in the classroom more than 10 hours per month; cannot ride on school transportation and are not clear to be chaperones	-Approval of principal -Complete volunteer form -Driver's License/ID copy -TB Test	Volunteers are under direct supervision of certificated employees
Level 3	Designated volunteers: adults who participate in a school activity unsupervised by a certificated employee	-Approval of principal -Complete volunteer form -Driver's License/ID copy -TB Test -Fingerprint Clearance	Unsupervised by certificated employee

USE OF FACILITIES

LIBRARY:

Students are required to present their Student ID Card when checking out materials from the Library. Students are limited to checking-out a maximum of two books at a time.

Students may check-out books for their personal use only. Students may not check-out books for other students. A student may check-out library materials only when all previously checked-out library materials have been returned and all library fines have been paid. Books are checked out for 15 school days and if returned late will incur a 25 cent per school day fine, payable upon the book's return.

Reference books may not be checked out and must be kept within the library at all times.

Students disrupting the library environment will be asked to leave.

Library books/materials must be returned directly to the Librarian in order to guarantee credit for the returned materials. Books left on counters, shelves, or other surfaces in our library may not be credited as returned.

Use of the Computer Lab is restricted to classes accompanied by a teacher, or teaching assistant. See below a list of requirements.

- To use computers you must have a valid Internet Contract signed and on file with the library. This will be verified before use is allowed.
- Students must observe all posted rules while using the computers.
- Food or drink of any kind, including candy and gum, are not permitted in the computer lab

CAMPUS FACILITIES/ATHLETIC FIELDS

Use of all School Facilities is limited to activities sponsored by Summit. All other uses must be approved by using the appropriate Burton School District forms and approval process. Please contact Mr. Moody for additional questions.

CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

Any activity that does not require classroom instruction during the regular school day is considered extra-curricular. Some examples include:

1. All athletics other than PE classes
2. All drama productions
3. All clubs and other activities
4. All school dances

EXTRA-CURRICULAR/ATHLETIC ELIGIBILITY

Any student not meeting the academic requirements will not participate in any extracurricular activities until the next progress report or report card is issued demonstrating that academic eligibility has been attained. Eligibility for athletic and extracurricular participation is determined by each report card/reporting period (eight times per year) and is effective the Friday following the end of the reporting period. To be eligible, a student must:

- Have a minimum of 5 graded classes
- Have no more than one “F” grade (or “F” equivalent)
- Maintain at least a 2.0 unweighted grade point average.

Integrity and past discipline issues may also affect involvement in extracurricular activities. The Principal or designee may remove a student from extracurricular activities based on past major infractions or a history of continued disciplinary issues.

Any student on the “Debt Owed List” for any reason will be ineligible for participation in any extracurricular activity until the debt is cleared. This will include seniors participating in the graduation ceremony at the end of the school year.

Students are expected to have transportation home at the conclusion of any extracurricular activity after school hours.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in extracurricular activities. Not only will you meet new people and make new friends, you’ll also gain experiences that will help you later in life by learning goal setting, job related skills and interpersonal skills. There are many opportunities for you to get involved.

If you are interested in joining a group or want to find out more about an activity, listen to the daily announcements for details on meetings and opportunities. Most club/event meetings are held during lunch break.

WORK PERMITS

Work permit requests can be obtained from the front office.

Please note: Your work permit will need to be updated yearly. You will be required to obtain a new work permit if you change employers.

Work Permit Eligibility

To be eligible, a student must:

- Have a minimum of 4 graded classes
- Have no more than one “F” grade (or “F” equivalent) at the semester grading period
- Earn at least a 2.0 unweighted grade point average
- Be on track to graduate
- Maintain at least 90% attendance

**If a student is not meeting the above criteria, a student’s work permit may be revoked.*

GRADES/REQUIREMENTS

COURSE CREDIT

Five credits are awarded for each semester class in which a grade of A, B, C, D, or P is earned at the end of the semester. Grades of F, NR, I, or W/F receive no credit. Four to six-week summer school courses earn 10 credits. It is recommended that students make up any “D” course in order to stay on track for meeting A-G requirements.

REPEATING A COURSE

Students will be allowed to repeat a course for a better grade with the condition that space is available for all students taking the course for the first time.

METHODS OF GRADING

Grades are recorded as A, B, C, D, F, and I (Incomplete*).

Other marks you may see are WF (Withdraw with an F), CR (Credit) or P (Pass), WD (Withdrawal Drop – Summer School).

- A = Student produces markedly superior work
- B = Student produces excellent work
- C = Student demonstrates satisfactory work
- D = Student needs to improve work habits and skills
- F = Student demonstrates little or no progress in knowledge and skills
- I = Incomplete. Students must make up missing work within a two week time period or grade will be automatically changed to F.
- P = Students demonstrate at the minimum satisfactory work. Grades and units will not be used to calculate GPA.
- WF = Student withdrawn from class with an F.

**Incomplete grades are considered an “F” grade for CIF eligibility purposes regardless of grade earned upon completion.*

GRADE POINT AVERAGE

Summit reports Total Cumulative GPA (includes all grades in all courses, weighted honors courses, and AP courses and college courses). Grade points are assigned as follows:

A = 4 points B = 3 points C = 2 points D = 1 point All other grades = 0 points

Honors, AP, and transferable level college courses receive an extra grade point for each grade of “C” or better.

Grades of “D” or “F” in Honors and AP classes receive no extra points.

There are times when a different GPA calculation may be required by an institution or organization. The GPA Calculation required for college admission may be different from the Total Cumulative GPA typically used in high schools. If additional or different GPA calculations are needed, please contact your counselor.

SUMMIT CLASS RANKING:

Class ranking is based upon an internal system of weighted grades which award an extra grade-point for academically challenging coursework, including all grades from courses taken through Porterville College. One additional grade point will be assigned to all grades of A, B, or C earned in any of these courses. The final official rank will be reported to requesting institutions at the third quarter grading period, in the last senior term, or at the date of request.

NORMAL POINTS:	A = 4	B = 3	C = 2	D = 1	F = 0
WEIGHTED POINTS:	A = 5	B = 4	C = 3	D = 1	F = 0

VALEDICTORIAN/SALUTATORIAN DETERMINATION:

The Valedictorian(s) will be the student(s) with the highest GPA of 4.00+ or student with highest GPA at the end of the Fall Semester of senior year. The Salutatorian(s) will be the next highest GPA not to qualify as a Valedictorian. Grades will be calculated using permanent grades through the Fall term of the senior year, including all grades from courses taken through Porterville College. Final determination will be dependent on good overall citizenship. Valedictorian(s) and Salutatorian(s) may be asked to deliver a speech at graduation or open tryouts may be held for graduation speakers. All graduation speeches must be pre-approved.

AWARDS:

Academic Letter: Students receive an Academic Letter after having earned a 3.5 or higher for 3 individual semesters.

Lamp of Knowledge: A student will receive a Lamp of Knowledge for every semester (after receiving their Academic Letter) in which they earn a GPA of 3.5 or higher.

Sports Letter: Students will receive a Sports Letter for their participation in one varsity sport.

Sports Patches: Students will receive their sports patches after completion of the season.

Music Letter: Students will receive a Music Letter after two full years of participation in a high school performing art, students must complete the courses with a B or higher.

Music Patches: Students will receive their music patches after successful completion of a full year music course.

Honor Roll: Students will be awarded honor roll medal after earning a 3.0 GPA.

- Gold medals are awarded to students who earn a GPA of a 4.0 or higher.
- Silver medals are awarded to students who earn a GPA of a 3.5-3.99.
- Bronze medals are awarded to students who earn a GPA of 3.0-3.49.

PROGRESS REPORTS & REPORT CARDS

Progress Reports are issued to all students half-way through each 9-week grading period. The purpose of progress reports is to inform students and parents of the student's academic progress and class status. Progress Report grades figure into the calculation of the Report Card or final semester course grade (at about 18 weeks). Teachers may initiate a progress report at any time necessary to keep students and parents adequately informed on classroom progress. Students are welcome to pick up grade-check forms at any time from the counseling office. The student is to deliver the grade-check form to his/her teacher at the beginning of each period, pick-up the grade-check form at the end of each period and, at the end of the school day, take the grade-check form home to parents.

Report Cards (final course grades) are issued to all students at the conclusion of the quarter and semester following final exams. Report Card (semester) grades are recorded on the student's transcript and become permanent grades.

GRADE ACCESS

Parents and/or students may access the online student information system, which includes access to student information, attendance, and the Aeries Gradebook. On Aeries Gradebook you can access the most current information on progress in each class. Links to every teacher email are also available on this web site. To set up an account, please send an email to fvazquez@burtonschools.org or contact the office at 788-6440.

To access Aeries Gradebook, please go to our school website at www.summitcollegiate.org, click on the "Aeries for Parents" button, and log on for the most up to date information on your student's progress.

HOMEWORK

The purpose of homework is to reinforce classroom learning and develop a sense of responsibility in students. This can best be done by developing a homework "habit" which establishes homework as a normal expected occurrence. Homework does make a difference in student achievement.

Under optimal conditions, students should be expected to spend approximately two hours of home study for every school day if satisfactory results are to be obtained. Homework assignments are expected in all academic subjects.

In assigning homework, teachers will use the following guidelines:

1. Homework is assigned on a regular basis and is related to what is being taught in the classroom.
2. Usually homework is graded and/or commented on; students will receive credit for completed homework for an excused absence. Departments may have additional homework policies.
3. Teachers will attempt to make sure that each student has the skills needed to complete homework before it is assigned.

The student is responsible to find adequate time to complete assigned homework. Parents are requested to offer encouragement to students to complete homework.

DUAL ENROLLMENT/COLLEGE CREDIT

Students must complete the High School Certification Form in order to enroll in college coursework. This form can be obtained from the counselor. The form must be complete and signed by the student, parent/guardian, and the counselor/administrator. High school students are limited to a maximum of 11 units for fall and spring semester, and 7 units for summer. The cost of enrollment in the course is covered, however, students are responsible for any other fees such as: student fees, student ID card, etc. Textbooks are provided for students in the Early College Academy. For students enrolled in college courses, who are not in the Early College Academy

and need textbooks, the student must submit their book request along with their enrollment verification by the designated date each semester. Once the purchase date has passed, Summit will no longer purchase books for that semester.

Please note, if you are requesting that a college course be applied to both high school and college credit that it can not be reversed once the request is made.

Summit Charter Collegiate Academy will give credit toward high school graduation for coursework successfully completed at a junior college, state college, or accredited private college provided that:

1. The student applies in writing for the credit.
2. The course subjects are included in a high school course of study.
3. Each college semester credit (for transferable level course) equals **3.33** Summit credits up to a maximum of 10 Summit credits per class. (Three college units will equal ten Summit credits). Courses that are less than 1 semester unit will be reviewed by administration to determine high school credit allocation. Non transferable college courses will be given 5 credits.
4. The student receives the same letter grade for the high school credit as is granted by the college. The letter grade for college level courses will be weighted for transfer level college courses only.

Students must meet the requirements for enrollment at the respective college.

OFF CAMPUS/UNSCHEDULED PERIODS

Juniors and Seniors will be allowed a maximum of two “Off-Campus” periods to attend community college classes (must be enrolled in a minimum of 5 courses at Summit). Each Off-Campus period requires enrollment in one college course. Students who drop a college class will be required to come back to the Summit campus for the remainder of the term. An off campus contract must be completed and on file in order for a student to leave campus. In order for an off campus student to leave campus they must have their “Off Campus” pass.

*If a student has one of these periods they must either stay off-campus during that period or report to the Library. They may not go to other classrooms during that class period or hang out in the school office.

COLLEGE COURSE GRADES

Summit does not have access to student grades at any other institution. It is the student’s responsibility to make sure grades are submitted to the counselor upon course completion. Once grades are submitted, the grades are transferred to the student’s official high school transcript. Failure to submit a college transcript will result in those credits not being applied to high school graduation requirements, and possibly not receiving a high school diploma. A copy of a student’s official college transcript will be required at the end of their senior year.

PHYSICAL EDUCATION

All students are required to take PE during middle school and during their freshman and sophomore years. Freshman students participating in Summit athletic programs may be eligible to waive one or more semesters of their Sophomore PE requirement provided the student passes the California State Physical Fitness Test their freshman year. A sophomore student, who participated in a sport during the first semester of the sophomore year, may be eligible to waive the second semester of Sophomore PE requirement. Participating in one high school sport will waive one semester of the requirement, but will not earn course credit. A PE waiver will not excuse students from attendance in another class. At the end of each season of sport, coaches will submit to the Athletic Director the rosters of students who complete the season and qualify for the waiver. The list will be reviewed by the Principal and the requirement will be adjusted as approved.

Students are expected to dress out daily for physical education classes. Students who accumulate excessive days of dress cuts and/or non-participants will lose their PE credit. PE clothing, consisting of dark shorts, white t-shirt,

and tennis shoes, is required. Summit has PE clothing available which meets these requirements at a cost of \$27.00 for a set of shorts and shirt. Hardships may result in a waiver for this requirement. Students must bring a parent note for a one-day excuse from participation. A note from a doctor is required when a student is unable to participate for more than two consecutive days. Students are still expected to dress out and participate to the extent allowed by their doctor. PE grades are determined by a combination of participation and performance scores. Please encourage your son or daughter to dress out and participate in physical education every day.

Band Waiver: Students signed up and participating in marching band may be eligible to waive their second year of PE.

GRADUATING SENIORS ACTIVITIES

Summit celebrates our graduating seniors by allowing them to participate in a Graduation Walk at various elementary and middle schools in Burton School District the week before graduation. Graduating Seniors are also able to participate in Grad Nite, at their expense, the week of graduation. Tickets for this event can be purchased in The Cave towards the end of the year.

In order to participate in any end-of-the year Graduating Senior Activities students must meet the following requirements: **have 90% attendance or better during their senior year, have passing grades in all of their classes (including Edgenuity and Porterville College courses), and meet all additional Summit graduation requirements.**

***If a Senior is deemed ineligible for Graduating Senior Activities due to not meeting the graduation requirements established by Summit, and they purchased a Grad Nite ticket, that ticket will not be refunded.**

AT-RISK OF BEING NOT ON COURSE TO GRADUATE

During the course of the year, Juniors & Seniors will be notified of their graduation status. In order to graduate from Summit a Graduating Senior must meet the following criteria:

- 1) **Have 90% attendance or better during their senior year**
- 2) **Have a 2.0 or higher GPA**
- 3) **Must pass all currently enrolled classes (no F's)**
- 4) **Must not be behind on their graduation unit requirements**

If a student is not on course to graduate from Summit, the following will occur:

- 1) Student and/or parent/guardian will meet with their Counselor and an administrator
- 2) Parent will be notified in writing that their child is at-risk of not meeting graduation requirements
- 3) Student will be placed on an Academic Success Plan

COURSE OFFERINGS (2023-2024)

English

English 9
English 9H
English 10
English 10H
English 11
English 11H
English 12
English 12H
ELD 1/2
ELD 3

Math

Integrated 1
Integrated 2
Integrated 3
Pre-Calculus
AP Calculus
Financial Algebra
Math Support*

History/Humanities

Civics/Econ
Ethnic Studies
US History
World History

P.E.

PE 9
PE 10
Wt Lift/Fitness

Science

Biology
Chemistry
Anatomy
Ag Earth Science
Ag Biology
Plant & Floral
Business & Horticulture

Art

Art Concepts
Advanced Art
Graphic Design
Photography
Graphic Animation
Basic Drawing

Music

Concert Band
Beginning Band
AUX
Guitar
Jazz Band
Intro to Piano

Foreign Language

Spanish 1
Spanish 2
Spanish 3
Spanish Lang. Lit
Spanish 4 AP
Spanish 5 AP

Electives

Leadership
Yearbook
Video Fundamental
Ag Business
Creative Writing
Com. Science Essentials
Forensic Science
Theater

Resource Classes

Study Skills

Misc.

College/Career
Health
Off-Campus
Computer Lab
Cross Aged Tutor

Academy of Leadership in

Business

Intro to Business
Intro to Finance
Business Comm.
Business Entrepreneurship

Academy of Culinary and

Hospitality

Culinary 1
Culinary 2
Hospitality Service (Double Block)

Academy of Digital Design and Innovation

Digital Media Foundations
Video Production
Advanced Media Arts

CHOOSING CLASSES/ANNUAL REGISTRATION

Each spring student will have the opportunity to select the courses they would like to take for the following school year. It is important that courses be selected with high school graduation requirements and college/career objectives in mind. Courses should be selected with parent cooperation. Course selection represents a commitment from the student that they will complete the schedule of classes chosen. Students may be placed in an alternate class in the event of scheduling conflicts.

DROPPING/ADDING/TRANSFERRING CLASSES

Within the first two weeks of the semester, students may drop a course by meeting with their counselor to discuss the impact of doing so. Course programs are created for the year. Students are expected to remain in the courses selected. **Changes will only take place for the following reasons: computer/school error, course has already been completed, student does not meet the prerequisites, level placement, or teacher recommendation. Courses are not changed for period or teacher preference.** Requests for any change must be submitted **within the first two weeks of the semester**. No changes will be made after this time.

GRADUATION REQUIREMENTS

Students have a responsibility to meet all of the following graduation requirements to graduate from Summit Charter Academy with a diploma. Parents and/or students may request a graduation requirement progress report at any time. Students are ultimately responsible for monitoring their own progress towards meeting requirements.

High School (grades 9-12) course and credit requirements

Subject Area	Class of 2024	Class of 2025
English	40 credits	40 credits
Mathematics	20 credits	20 credits
Algebra	10 credits	10 credits
Life Science	10 credits	10 credits
Physical Science	10 credits	10 credits
Additional Science	10 credits	10 credits
World History	10 credits	10 credits
U.S. History	10 credits	10 credits
Government	5 credits	5 credits
Economics	5 credits	5 credits
Ethnic Studies	5 credits	5 credits
Fine Art	10 credits	10 credits
Foreign Language	20 credits	20 credits
Physical Education	20 credits	20 credits
Health	5 credits	5 credits
Electives	90 credits	85 credits
Total Required	270 credits	270 credits
Total Possible	280 credits	280 credits

All required courses must be taken at a WASC accredited institution or may be taken through an accredited college or university with the approval of the principal.

ADDITIONAL GRADUATION REQUIREMENTS

- 40 hours Community Service (or 10 per year of attendance). Students must seek prior approval for community service. Service performed must be non-paid, voluntary, and not required as a condition of membership in school sports teams, clubs, probation, etc. Service must be provided to a non-profit organization which possesses a Federal Tax Free I.D. number. Verification for hours served must be provided by a non-relative.
- Maintain 2.0 cumulative Summit grade point average and no F's
- Must have an attendance rate of 90% or higher during their Senior year

School Counselors will make every possible effort to inform parents of a Senior who is at-risk about the possibility of their student not graduating. However, it is the responsibility of the student to inform their parents/guardians that they are at-risk of not meeting graduation requirements.

Graduation at Summit

Graduation at Summit occurs only at the conclusion of 12th grade. Academic, citizenship, and athletic recognitions are held throughout the year and may occur at the end of the year. There will be many opportunities for us to celebrate success together throughout the school year.

Students are only allowed to wear school issued regalia for the graduation ceremony (e.g., stoles, cords, medals, etc.). Students are able to purchase or rent a cap and gown. Any non-school issued regalia will be confiscated and may result in the student not being able to participate in the graduation ceremony.

ACADEMIC REQUIREMENTS TO REMAIN ENROLLED AT SUMMIT

Failing a class or classes is not necessarily grounds for dismissal from Summit. However, failure to make academic progress as noted below can be grounds for review and release from Summit. Students must be on-track to graduate. At such a point as the student is deficit in units beyond what is normally available or is unable to reasonably make the 2.0 GPA requirement, or is behind on needed credits for graduation, the student will be submitted to the Board of Directors for review. Students off graduation track will not be retained at Summit.

IMPORTANT INFORMATION FOR STUDENTS

ASSEMBLIES AND RALLIES

Before the first assembly of the school year, teachers will go over the procedures and seating. The rules listed should be followed during each assembly. Students should enter the assembly quietly and take their seats promptly at the appointed place. Courteous behavior is expected at all assemblies.

FOOD SERVICES

Hot lunches are served daily in the cafeteria. There is also a snack bar on campus, The Cave. The Cave is open during morning break and lunch.

Burton provides students with two free meals per day. Additional food is available but must be purchased by the student.

EMERGENCY, EVACUATION, & LOCKDOWN PROCEDURES

Instructions will be given to all students about how to respond to an emergency situation, evacuation, or lockdown while on campus. A continuous bell sound will signify an Emergency situation which requires doors to be locked and students to respond to teacher directions to remain away from windows. A law enforcement or district official will clear each room when safe to evacuate. Students are to exit the classroom as quickly as possible and report to a designated safe area.

In the case of an emergency situation on campus, parents will be notified by the Summit automated emergency dialing system about the conditions as known and the procedure being implemented to assure the maximum safety of students. If there is a limited or full area evacuation, parents will be requested to pick students up at an identified location.

FIRE DRILL

The signal for a fire drill is a series of short tones. Students will be taught the proper exit procedure for each classroom. Students should walk quickly to the designated safe area. Students may re-enter the buildings only when the situation has been determined safe and the “ALL CLEAR”. Evacuation procedures are posted near the door in all classrooms.

COUNSELING SERVICES

Students needing to see their counselor must make an appointment by completing the student request form located on the school website under the “Students” tab. Walk-in and/or same-day appointments may not be available. Any parent or guardian that wishes to speak with a counselor must also make an appointment with one of the secretaries in the front office.

DEBT OWED LIST

During the semester, students may incur expenses that result in the student being placed on the “Debt Owed List”. It is the responsibility of each student to pay their bill as soon as possible. A student on the “Debt Owed List” may not be permitted to participate in any extracurricular activities until the debt is paid. Seniors may not receive diplomas or be allowed to participate in the graduation ceremonies until all debts are paid. Pursuant to California Education Code Section 48904 (b), grades, transcripts, and diplomas may be withheld until all debts have been cleared.

MEDICATION IN SCHOOL

Other than inhalers, students are not permitted to carry medication while on campus. Every attempt should be made to take necessary medications before or after school. When necessary, medication may be administered to students at school through the school nurse's office when the following criteria are met:

- The school has received a written notice (medication on campus) from the physician identifying the student, the medication to be administered, the dosage, the method of administration of the medication, and the duration (day, week, month, etc.) of the administration of the medication.
- The medication received by the school is clearly labeled in the original container and stored in the nurse's office.
- No over-the-counter medication may be sent to school. We are not allowed to give them, even with parental consent. Over the counter medications are aspirin, Tylenol, Motrin, cough syrups, etc., purchased at a drugstore without a Prescription. If your child needs to take prescription medication in school, please bring it to the school office and sign the proper form. Be sure that the doctor sends a note with you or you will be required to return to his/her office and get one. Each school year, parents and doctors will need to fill out new forms to take medication in school, even if it is the same medicine your child took last year. It is your student's responsibility to come to the office and get his/her medicine at the correct time.
- It is the student's responsibility to report to the nurse's office at the appropriate time for their medication.

DELIVERIES

Summit **does not accept or allow** delivery of balloons, flowers, gifts, **food or drinks** for students during school hours. This includes deliveries via DoorDash, Grubhub and UberEats.

Deliveries of balloons or flowers to students are not accepted on this campus due to their distraction in the classroom and on the campus. If your student is celebrating a special day, please share this with them at home. If someone tries to deliver an item(s) to your student during school hours, it will be refused and returned to the sender. Students are not allowed to place food orders for delivery unless directed and supervised by a teacher/staff member.

Deliveries of food to the school office via DoorDash, Grubhub and/or Uber Eats are not permitted at any time, and they will not be accepted.

Any student personal items that are delivered to the school office are not the responsibility of office staff.

PARKING

Designated student parking is available on campus every school-day from 7:30 AM to 4:00PM. Students are to use the parking lot at the south end of campus. Students are not to park in staff parking areas (up to the second light pole) or in areas marked for deliveries, visitor parking (in front of the office), handicapped access, Fire Lane, or bus loading. Improperly parked vehicles may be towed and impounded at the owner's expense. Loitering in the student parking lot before school, during lunch, and/or after school is not permitted. Bicycles must be stored in the racks south of the administration building. Bicycles and vehicles should be properly locked, as the school is not responsible for damage or theft.

PE UNIFORMS

PE uniforms can be purchased at the Student Services Office. The cost of a PE T-shirt and shorts is \$27.00.

STUDENT ARRIVAL AND DROP-OFF/PICK-UP

Please consult the Daily Schedule for information about arrival times. After school, students are to go directly home, ride the bus, or be picked-up unless participating in an appropriate after-school activity. Students waiting to be picked up by parents should wait at the designated pick-up areas. The Porterville Police Department monitors traffic around the Summit campus for student and staff safety. Traffic citations may be issued for the unauthorized or unsafe drop-off of students. It is recommended that parents turn their vehicle into a parking space when dropping-off or picking-up a student.

Students may ride their bicycle, scooter, or skateboard to school (wearing a helmet is mandatory); however, they must be locked in the bike rack and are not allowed on campus. Law requires appropriate helmets be worn.

SUPPLIES

The school is responsible for providing curriculum. All other supplies such as paper, pencils, pens, backpacks, and PE uniforms must be provided by the student.

TEXTBOOKS

Student textbooks are distributed by the Summit teachers. To ensure that books are kept in the best possible condition, each student is requested to examine all books issued as soon as possible. Damaged textbooks should be returned to the issuing teacher within 10 days of receipt for replacement or repair. The student will be liable for any damages to a textbook returned after the 10 day period.

Never leave textbooks unattended in a classroom, Student Union, or any other crowded location as you will be held responsible if they are lost or stolen.

VENDING MACHINES

Vending machines are available for student use only before school, during breaks, and at lunch. Refunds for vending machines are available only from the vending service provider, not the school.

VISITORS ON CAMPUS

Parents and guardians are welcome to visit the Summit campus. To ensure minimum interruption to our instructional program, visits to the campus during school hours should be pre-arranged with the teacher and/or administrator. Teachers are available to meet with parents during non-instructional times only. Siblings and/or friends of students are not permitted on campus beyond the office. We ask that you adhere to the following procedures:

- 1) Schedule your visit in advance with your child's teacher or administrator.
- 2) Check in at the school office **BEFORE** going to a classroom.
 - BSD utilizes "Raptor", a school safety software system, which requires all guests to show a valid ID. A guest pass will be provided to those who are cleared through the Raptor system.
- 3) Guest passes must be worn at all times.
- 4) Visitors without a guest pass will be asked to return to the office to check in.
- 5) Visitors are required to check out at the front office prior to leaving the campus.

Students from other high schools or high school age visitors are not permitted on campus while classes are in session. Non-school personnel must report to the school office between the hours of 7:45 a.m. and 4:15 p.m. Approved campus visitors will be signed in and presented with visitor identification before being released into classroom or yard areas. (Penal Codes 627 and 32210)

Unless authorized by the Superintendent, no agents/salesmen shall be permitted on campus to discuss business propositions of any kind with teachers or students during school hours.

CLOSED CAMPUS

Summit is a closed campus. Students are not allowed to leave campus, regardless of age, without a proper approval. Summit is not an open campus for lunch. Students may not leave campus during the school day without an off-campus permit. The safest place for all students during the school day is on the campus. Leaving campus without an off-campus permit is a disciplinary offense. Attendance at rallies and assemblies scheduled during class time is mandatory.

It is mandatory for a parent/guardian to contact the Office to check out their student who needs to leave campus. Even if a student drove themselves to school, a parent/guardian must physically sign their student out, unless that student has an off-campus class period.

The office must be notified at least two hours prior to the student leaving the campus.

PORTERVILLE COLLEGE CLASSES ON CAMPUS

At Summit, many of the Porterville College classes are offered on-campus and taught by either a professor in-person or online. There are days when Porterville College may be off; however, students enrolled in on-campus PC classes must report to their assigned PC classroom on-campus every day. Students may not use these class periods to go to other classrooms, miss school, or go somewhere else on campus.

MEETING WITH ADMINISTRATORS AND/OR COUNSELORS

Any Student, Parent and/or Guardian that wishes to meet with a school administrator (Principal or Vice Principal), or with one of our school counselors, must schedule an appointment with the secretaries in the front office. Walk-in and/or same-day appointments may not be available.

Any phone calls, e-mails, or messages left for a school administrator (Principal or Vice Principal) and/or school counselor will be returned within one full school day.

SIGNS AND POSTERS

All signs and posters displayed on campus must be approved by school administration and posted only in designated areas. Students who place non-approved signs or place signs in inappropriate areas may face disciplinary action.

TUTORING OPPORTUNITIES

Extra academic tutoring is provided for students throughout the school year. Students should check with their teachers or counselor for times and locations.

UNAUTHORIZED SALES

Students may not sell food and other items on the campus unless they represent a school-sponsored club or activity that has received permission to sell by the ASB. Engaging in such activity may result in disciplinary action and those items will be confiscated.

According to CA Ed Code 49430-49434 food and drink sales not authorized by administration are prohibited on campus. “Competitive foods” are all food and beverages other than meals reimbursed under programs authorized by the federal Richard B. Russell National School Lunch Act and the federal Child Nutrition Act of 1966 available for sale to pupils on the school campus during the school day. Any unauthorized sales on campus may result in disciplinary action.

CLEAN CAMPUS

Everyone is expected to assist in keeping the campus clean. Sufficient trash cans are placed throughout the campus to enable everyone to avoid littering with only a minimal effort. The cleanliness of the campus is a reflection of our students and our school.

PHYSICAL BRUTALITY TOWARD AN INANIMATE OBJECT

Students or Parents/Guardians will be held financially responsible for willful destruction or damages incurred to school facilities and/or property and will be subject to disciplinary action.

STUDENT AUTOMOBILES ON CAMPUS

Students driving to school are expected to follow all vehicular codes, speed limits, and parking regulations while driving and parking on campus. School insurance does not cover any damages that may occur to student cars or theft of items left inside the cars.

VIDEOTAPING / RECORDING FIGHTS - OR INSTIGATING FIGHTS

Any use or illegal use of an electronic device (such as a cell phone, smart phone, video or digital camera, or any device capable of audio / video recording) that violates district policy is prohibited. Any student who intentionally uses an electronic device to record a fight; or instigate, aid or abet a fight for the purpose of recording such fight will be subject to disciplinary action.

MISUSE OF TECHNOLOGY

It is the responsibility of the student to maintain their MacBook at all times while enrolled in the high school. Continuous breakage of a device may result in disciplinary action and/or the student losing the privilege of using that device.

OUTSIDE TECHNOLOGY ON WiFi

Students may not connect to the school’s Wifi using their personal electronic devices (phone, tablets, etc). Doing so may result in disciplinary action and confiscation of that electronic device.

HALL PASSES

During class time students (including student aides) shall not be out of the classroom without a valid physical hall pass. Students out of class without a physical hall pass will be assigned detention.

FOOD SERVICES

Breakfasts and lunches are served daily in the cafeteria. There is also a snack bar on campus, The Cave. The Cave is open during morning break and lunch.

Burton School District provides students with two free meals per day. Additional food is available, but must be purchased by the student in The Cave.

LGBTQ+ STUDENT RIGHTS

Summit Charter Academy believes that all students should be in an inclusive environment that allows for them to feel safe and secure. With this thought in mind and in accordance with both State Law (Ed. Code § 218) and Board Policy (AR5145.3) students who identify as LGBTQ+ have the following rights:

- To be treated and learn in an environment that is free from bullying, harassment, and discrimination, regardless of sexual orientation, gender identity or gender expression.
- Be respected in the way they dress or behave that does not conform to stereotypes associated with their gender, with respect to the student dress code.
- Be provided inclusive social studies, history and comprehensive sexual health education.
- Be referred to by the gender pronoun and name that fits their gender identity.
- Be provided access to school activities, spaces such as locker rooms and restrooms, that fit with their gender identity.
- Have opportunities to speak out about LGBTQ issues, including wearing LGBTQ-affirming t-shirts, stickers and bracelets, and access information about LGBTQ issues on school computers, and to bring same-gender dates to dances/ prom.
- Be supported in the formation of Genders & Sexualities Alliance (GSA) clubs or similar LGBTQ-related student clubs.
- Be respected in their choice to be "out" and be themselves at school, and seek their permission of when and to whom staff can discuss their LGBTQ identity.
- The right to consent to sensitive LGBTQ or sexual health-related services without seeking permission from caregiver/parent, if they are age 12 or older.

If you have any questions regarding our Student Handbook, please contact our front office.