

**STUDENT
AND FAMILY
HANDBOOK**

Summit Academy
Student Handbook
 2011-2012

WELCOME TO SUMMIT ACADEMY

Dear Parents/Academic Partners:

Welcome to **Summit Academy** within the Denver Public Schools.

We offer a unique design for our scholars in that we provide multiple options for them to complete their high school credits. Summit Academy is a Diploma Plus School. Diploma Plus is a competency based program designed to accelerate the diploma process. We also offer a comprehensive GED program, Credit Recovery and Career Technical Education courses to guide our scholars smoothly into their post-secondary transitions. Summit Academy is a safe school, with one D.P.S. security officer, a closed campus and a stringent dress code. All scholars can expect to abide by a civility agreement and adhere to conduct expectations. They will find a staff ready to help and encourage them to learn, and a community to support them by providing internships and college credits. Our goal at Summit is to re-engage scholars by treating them like the young adults they are and to provide them with a strong correlation between their curriculum and their career choices. Summit Academy's school website can be found at <http://summit.dpsk12.org>. Check this website for calendars and other useful information. Thank you for supporting your scholar's success at Summit Academy by:

- Making sure your scholar comes to school every day ON TIME.
- Insisting your scholar adhere to the dress code every day.
- Calling us if you have a question or want to talk to a teacher. We return calls within 24 hours.
- Letting us know the best way to reach you in an emergency.

Here is to a strong, successful year for your scholar at Summit Academy!

Annette M. Zambrano
 Principal

Summit Academy school day is from 8:30 am to 3:30 pm
 M-W-F
 8:30 am to 6:00 pm
 T-TH

2011-2012 FACULTY AND STAFF

Annette Zambrano	Principal
Will Crookston	Assistant Principal
Bernadette Apodaca	Office Manager
**Yasmine SerVoss	Secretary I
Ann Williams	Office Support I
Mike Ruffner	Counselor
Andy Morris	Social Worker
Lucy Aguilera	Security

TEACHING STAFF (Spanish Speakers)**

**Blasini, Roland	Business
**Bosmeny, Cat	Math
Buck, Bernadette	ELA Interventionist
DeHerrera, Linda	Paraprofessional
Frank, Ashley	Social Studies
**Franzen, Elin	Science
Michael George	Math Intervention
**Gonzalez, Ana	Community Liaison/Credit Recovery
**Heid, Gregg	Math Interventionist
**Hernandez, Jesus	Science
**Huyler, Scott	Criminal Justice
Lynch, Herbert	Language Arts/Social Studies
Pent, Regina	Mild/Moderate Interventionist
Tomko, Scott	Math
Vander Meer, Jennifer	Med Prep
Washburn, Jil	Language Arts
**Weiss, Greg	GED/Credit Recovery
**Yanez-Ritchie, Margaret	Student Advisor

SUMMIT ACADEMY MISSION

Our mission: To provide our scholars with multiple options to complete their high school credits while introducing them to career/college choices and connecting them to the greater Denver community as they prepare to enter a competitive work force.

Each scholar will achieve their goals of post-secondary readiness through rigorous academic support programs, community support and involvement, and personal attention from trusted adults who will treat each scholar with the respect and dignity they deserve.

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STUDENT BELL SCHEDULE

SUMMIT REGULAR SCHEDULE:

The bell schedule may change from year to year based on student need. The schedule for 2011-2012 will be available in the orientation packet mailed to you in August.

SUMMIT EARLY RELEASE DAY SCHEDULE:

The half day schedule may change from year to year based on student need. The half day calendar for 2011-2012 will be available in the orientation packet mailed to you in August.

Note: on early release days, Summit staff work time is spent on specific projects that will support and promote our scholar's achievement.

STUDENT EXPECTATIONS

1. Attend school on time
2. Go to class prepared
3. Follow the safe-for-schools dress code (*see dress code section on page 4*)
4. Remember that we are guests on this campus. Do what ANY staff member asks you to do the first time asked
5. Demonstrate respect for your teaching staff by:
 - Using your cell phones/iPods only during teacher designated times.
 - If you need to use the restroom during class—leave your cell phone with your teacher.
6. Keep your hands, feet and objects to yourself at all times
7. **ABSOLUTELY NO FOUL LANGUAGE**
8. No hall passes will be given the first and last 15 minutes of classes
9. Demonstrate ownership for your learning and behavior
10. This is a closed campus. You may not leave without permission
11. No public displays of affection or signs of PDA; (i.e. hickies)

Walk in excellence and treat everyone with respect.

IMPORTANT DATES

New Scholar Orientation – Schedule/Package pick up
August 15 (A through M) 9:00 am – 11:00 am
August 16 (N through Z) 9:00 am – 11:00 am

August 8-10	Staff Retreat-Breckenridge
August 18	First day of school
September 1	Back to School Night 5:00 PM – 7:00 PM
September 7	Labor Day – No classes
September 16	Assessment Day – No classes
September 19	Teacher Planning – No classes
October 27	Student Led Conferences 1:30 PM – 7:00 PM
October 28	Teacher Planning – No classes
October 31	Fall Break-No Classes
November 10	END OF FIRST TRIMESTER- No classes
November 11	Veterans' Day – No classes
November 23-25	Thanksgiving Break – No classes
December 19– Jan 2	Winter Break – No classes
January 3	Teachers Planning-No classes
January 5	Students return
January 13	Assessment Day-No classes
January 16	Martin Luther King – No classes
February 16	Student Led Conferences-1:30 – 6:30
February 20-21	Presidents' Holiday-No classes
February 24	END OF SECOND
TRIMESTER	
March 26 – March 30	Spring Break – No Classes
April 4	Teacher Planning Day – No classes
March 31	*Cesar Chavez Day
April 29	ACT
May 4	Assessment Day – No classes
May 24	GRADUATION
May 25	END OF THIRD TRIMESTER
May 25	LAST DAY OF SCHOOL
May 29	Teacher Check-Out

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ADADEMIC INFORMATION

Summit Academy provides multiple options for scholars to receive their high school credits. This format allows scholars to choose the program best suited to their academic needs.

Diploma Plus:

A competency based, accelerated program, which targets state standards and allows scholars to learn at their own pace.

GED:

A short term online program with teacher guided support

Credit Recovery:

A program geared to offer continuing courses not offered in Diploma Plus. Or, it can be used if scholars choose to retake a class in which the grade was low and they want a higher grade reflected on their transcripts. It is mostly for scholars who need fewer than 10-15 credits to complete their high school requirements.

Career Technical Education (CTE):

CTE is a vocational education support program, offering career skill building and internships for scholars.

DRESS CODE

Summit Academy is on a trimester schedule allowing scholars to move quickly through the competencies to achieve their goal of high school graduation.

The dress code at Summit Academy is very basic. Scholars will be provided polo shirts based on the three progressive levels of Diploma Plus:

1. Foundation Level = White
2. Presentation Level = Gold
3. Plus Level = Burgundy

However, scholars may also choose to wear other Summit attire they have purchased. Casual days are half days and Fridays. Scholars are expected to wear Summit attire all other times.

As scholars move through the different levels of Diploma Plus, they will be awarded the appropriate colored shirt. Initially, these shirts will be given to the scholars. However, should they choose to buy extra shirts, they may do so for \$10.00 each.

If GED scholars will be attending during the school day, they must also wear a polo shirt.

*****All scholars on the Gold and Burgundy levels may wear any polo shirt as long as it is NOT red.***

PANTS

- Male and female scholars may wear khaki pants (NO DICKIES), or nice jeans (NO SAGGING).
- Altered clothing (safety pins, writing, spikes, etc.) will not be allowed.
- Wearing oversized shirts will not be accepted as a means of hiding sagging pants or shorts.
- Shorts made of khaki or denim may be worn in the fall and spring as long as the same rules are followed. (Shorts/pants considered to be sagging if they are not on/near the waist and/or if any part of the student's underwear is showing).
- LADIES: Shorts and skirts must be an acceptable length (no more than 3 inches above the knee). If there is a question, student will be asked to return home to change.
- ABSOLUTELY NO HOLES IN PANTS
- Sleeveless shirts are not allowed

HEADGEAR:

- Headgear (caps, picks, combs, scarves, rags, nets, etc.) may not be worn in the building

ACCESSORIES:

- Chains, large belt buckles, extreme jewelry with spikes, body piercings on face, ear gauges, plugs and spikes, etc. are not permitted.

Remember, you are representing your school, your community and YOURSELF. Be professional at all times.

COMMUNICATION

STAY INFORMED

Everything you need to know about your classes and assignments will be posted on your DP.Net account. Check it at least three times a day until you get familiar with your teacher's routine. To stay informed about what is happening at Summit, listen to morning announcements and read your weekly newsletter. It is written by scholars for scholars.

PHONE CALLS

Emergency messages from a parent or legal guardian can be left for our scholars by calling the Main Office at 720-424-2400. An emergency is considered a situation that would require the scholar to leave the school and meets the criteria to receive an excused absence. We will find you and deliver the message as soon as we can. However, there will be absolutely no paging of a scholar during school hours.

COMMUNICATION (HOME)

Staff will return voice mails within 24 hours of receiving them. (Except weekends)

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STUDENT BEHAVIOR VIOLATIONS and INTERVENTIONS

Scholar Behavior Violations interfere with teacher instruction and student learning time. Summit Academy scholars are expected to conduct themselves as young adults at all times. The interference of behavioral violations is an infraction of Summit Academy/Denver Public Schools Policy. All Summit Staff are working together to create a school environment free of student behavior interference. Should a Summit Scholar participate in a behavioral infraction, action will be taken in accordance and our Restorative Justice System and the SUMMIT ACADEMY steps of discipline. Although our culture is based on the PBS Matrix (Positive Behavioral Support incentives) some scholars will still engage in behavior that is considered unsafe, disrespectful and an interference to the educational environment. For those students, we promote the following:

These values will be promoted intentionally through different strategies throughout the year.

- a. Rewarding positive behavior
- b. Providing incentives for students to make the right choices
- c. Promoting a culture based on autonomy, and focused on college readiness
- d. Advisement: the first 30 minutes of class will be devoted 3 times a week to build on one of the core values. Activities may include contests among groups, poster making, school campaigns
- e. During morning announcements
- f. School wide promotions
- g. During the assemblies at least one core value will be presented
- h. In the admission "General Orientation Session" the core values will be presented

**Anytime and any way scholars demonstrate ability to move forward, break old habits, problem solve together, walk away from conflict or beat their last assessment score, they are rewarded. They can earn "Scholar-Dollars" to purchase a variety of uniform shirts, snacks from the school store or, lunch with the principal.*

Behavior

A clearly defined chain of responsibility will encompass the following:

- o Compliance with the Summit Civility Agreement
- o 3 "minor" offenses and date and time of 3 interventions tried*
- o One "major" offense or single incident of major defiance and noncompliance*
- o Administration responsible for informing classroom teacher and parents of administrative decision in a timely manner

Restorative Justice

The goal for restorative justice will be for all scholars to accept responsibility for actions and understand their impact on the community. The use of common language will be used throughout Summit Academy ("Own it-Fix it") and issues will be addressed accordingly. Scholars who are responsible for having caused harm will repair the harm and take responsibility for their actions.

All scholars are on probation for the first six weeks of school. If the scholar is not successful during the probationary period (not producing any work, not adhering to school and district policies, or interfering with the education of others), the following measures will be taken:

- o Scholar will referred to the SIT team through the Care and Concern process to review all data, teacher feedback and history to determine whether more intervention is needed
- o Once intervention is determined and implemented the scholar is monitored weekly by the counselor, the social worker and the administrator through weekly discipline and attendance meetings
- o Should the behavior/resistance continue, a parent conference will be held in which the parent, the student and the administrator sign a more specific contract relative to the scholar's specific needs
- o Should the scholar show no signs of improvement, a meeting is held with the community support at the neighboring schools (Lincoln-Dan Medina-Community Advocate, Kennedy-SIT Team/Counselor) to determine a more appropriate

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setting for the scholar. The discipline process takes anywhere from 6 weeks to two trimesters unless the behavior is detrimental to the safety and well being of self and others.

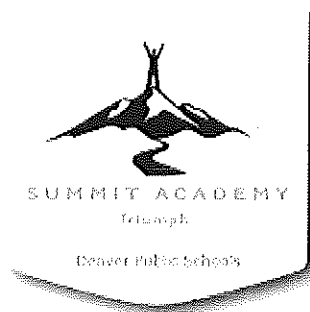
**"Minor" offenses include but are not limited to;*

- *Offensive language*
- *Disrespectful to persons in proper authority*
- *Uniform infractions*
- *Continued willful disobedience*

**"Major" offenses include but are not limited to;*

- *Fighting, or any behavior considered to be detrimental to the safety and well being of others*
- *Drug and alcohol abuse on school property*
- *Gang posturing*
- *Interference with the educational opportunities of others*

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ELECTRONIC DEVICES

Cell phones, iPods and MP-3 players are permitted on school property and may only be used at designated times and places, or at the classroom teacher's discretion.

INAPPROPRIATE USE OF CELL PHONES will result in loss of privileges. Cell phone use interferes with teacher instruction and scholar learning.

1st Offense- Verbal Warning to scholar; Cell Phone is given to teacher; Cell Phone is returned to student at the end of the class period. Any Argument/non-compliance of a student agreeing will result in an office referral.

2nd Offense-Cell Phone is given to an administrator and returned at the administrator's discretion.

3rd and Consecutive Offenses- Scholar will lose privileges to carry all electronic devices at school for a period of time to be determined by administration.

USE OF PROFANITY The use of profanity interferes with teacher instruction and student learning time. The following will occur when a student uses profanity:

1st Offense - Verbal Warning to Student; Any Argument/non-compliance of a student agreeing will result in an office referral.

2nd Offense - Parent Contacted by teacher; Letter of apology written by offending student to teacher. Any Argument/non-compliance of a student agreeing will result in an office referral.

3rd and Consecutive Offenses - Office Referral where consequences to be determined by administration.

CAMPUS AND I.D. POLICY

- All scholars are required to wear an ID at all times while on campus. The first ID is free. If you lose it, it will cost you \$5.00 to replace it.
- All scholars are to remain on campus until their school day is over. **NO EXCEPTIONS**

PARKING

We have reserved 95 spaces in Lot H, which is next to the theater. If you drive to school, you may only park in this lot and only with the appropriate parking permit. Please bring your driver's license and your car registration to the security office on the first floor, and a parking pass will be issued to you at no cost to you. The parking permit is valid until June.

STAYING SAFE IN SCHOOL

Summit Academy is a safe place in which all you need to worry about is doing your best work possible. We are a safe school because administration, staff, and students will all work together to ensure a safe and positive environment.

If you feel frightened or uncomfortable for yourself or someone else, you should:

- **Tell the nearest adult.** Please talk to someone here at school first so we can get the problem solved. If you do not get prompt attention from an adult please alert a counselor, security personnel, or an administrator.
- **DO NOT WAIT** before you tell someone. Address the problem **IMMEDIATELY**.
- **Always be where you're supposed to be**

GANG ACTIVITY:

- Summit Academy, like every DPS school has a "ZERO TOLERANCE POLICY ON GANGS". Our scholars are older and more mature and **DO NOT** want the gang influence at their school. Scholars who choose to posture themselves like gang members will suffer strict consequences. You cannot be a scholar and a gang member at the same time. Your power will come from knowledge! **YOU CHOOSE.**
- **NO PERMANENT MARKERS ALLOWED.**

MEDIATION

Summit staff is trained to provide mediation to scholars who are having difficulty with one or more scholars. If you are having problems of this nature, you may choose to get a pass to meet with anyone regarding this issue.

VISITORS:

Parents are always welcome, but are encouraged to make appointments if you need to speak to your child's teacher(s). Because our teachers must give their attention to their scholars, we ask that visits be limited only to parents, guardians or academic partners. Please call the teacher to schedule an appointment ahead.

WE ASK THAT ALL VISITORS SIGN IN WITH SECURITY OR THE OFFICE IMMEDIATELY UPON ENTERING THE BUILDING. ALL VISITORS MUST WEAR A VISITORS PASS AND INFORM THE OFFICE WHERE THEIR VEHICLE IS PARKED.

Your friends and other acquaintances from outside our school are not allowed into the building at any time for any reason. This is for your protection.

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OTHER ITEMS OF IMPORTANCE

IF YOU MOVE

If you have a change of address or phone number during the school year, please call 720-424-2400 so we can change your records. It is very important for your safety and education that we keep complete and accurate records for you.

SCHOLAR SENATE

The Scholar Senate is composed of elected representatives. The purpose of the organization is for the school personnel and the scholars to work together to establish scholar participation in the school. The Scholar Senate will also work with the principal to help improve the educational environment of Summit Academy.

ASSEMBLIES

Scholar Gatherings are provided to give scholars entertainment, recognition or educational experiences and to encourage participation. We are proud of our scholars who can consistently demonstrate proper assembly etiquette and look forward to many assemblies. As a reminder:

- Everyone is expected to be respectful during the assembly.
- Absolutely no distractions or disruptions will be tolerated and will result in immediate removal from the assembly, disciplinary action, cancellation of the assembly and possible cancellation of future assemblies.

MACHEBEUF DINING HALL

Scholars may bring lunch from home or purchase all or part of it in the dining hall. The cost for lunch in the dining hall is \$1.00. This includes a hot entrée, a salad and sandwich bar and soda. Scholars are to remain seated in the dining hall and speak in a conversational or quiet voice. Scholars are also expected to clean up their trash and throw it away before leaving the dining hall. All scholars must complete a free/reduced lunch form to receive a schedule in August.

LOCKERS

At Summit Academy we do not have lockers available to you. This is a college campus. However, there will be ample space in each classroom for your belongings. Please respect the belongings of other scholars and make sure your name is on everything you bring to school.

HALL PASSES DURING CLASS TIME

All students must have a time, dated signed pass and will sign in and out whenever they leave class during the first or last 15 minutes.

PASSING TIME

Students are expected to use restrooms and take care of personal business during passing time and lunch. No student will be given a pass during the first or last fifteen (15) minutes of class time.

Should you need to speak to a counselor/nurse/administrator, just ask for a pass to do so. However, please keep in mind that every minute spent out of an accelerated class, is time and instruction lost. This is your time.

NEIGHBORHOOD AGREEMENT - Be respectful of civility agreement. This includes our neighbor's property – please stay off private property. The campus is a “closed” campus and scholars must remain on school property at all times, including lunch, from the time they arrive until dismissal.

INTERNET USAGE

Scholars will be expected to adhere to the district's Internet and computer usage policy. **NO EXCEPTIONS!**

SCHEDULE CHANGES

When scholars are not being successful in class, there may be a variety of explanations. Many times, scholars and their parents will decide that a change of teachers is the best answer. However, that is typically not the problem at all. Whenever a scholar has a classroom problem, the parents and/or scholar should discuss the concern with that particular teacher. At Summit Academy, we will inform scholars and parents of any classroom issues early on so that there are no surprises. Operating under this philosophy allows the lines of communication to be open and clear for all future collaboration. If it appears that an agreement cannot be reached, administration will be available to conference with the scholar and the parents. Just because the scholar and the parent request a change will not make it so. We will work on the issue instead in an effort to help our scholars understand the importance of working with people from varied backgrounds. Our scholars must be taught to overcome, solve and/or work around problems and frustrations that arise with teachers, classes and employers.

SUPPORT SERVICES

- **OFFICE** – All administrative details of the school are handled through the office by the Principal, Assistant Principal, and support staff. The student advisor and administrators in particular, will work with students and their parent on discipline and attendance concerns, as well as other issues. Please be mindful that our offices are places of business. The office is NOT a student hangout and professional behavior is expected from all who enter our offices.
- **SCHOOL NURSE**– Summit Academy has a school nurse one day per week and a clinic specialist 5 days per week. Together they will facilitate regular vision and hearing screenings, preliminary assessments for special programs, and will work with the core of scholars who become sick or injured at school. If a scholar has a chronic health problem, the parents must notify the nurse before school, so that a health plan can be prepared.

- **SCHOOL MEDICATION POLICY**

The school nurse must receive a request from scholar's doctor before she is allowed to give medicine to any scholar. **ALL** medication will be kept in the nurse's office and will be administered by the nurse or other school officials. No aspirin, Tylenol or other non-food items of that nature may be provided to scholars by any school personnel. School personnel will collect any medicine-type items brought to school by scholars. When parents have questions about medicines at school, they should call the school nurse.

It is against school district policy for any scholar to have in his or her possession any drug – legal, illegal, prescription or over-the-counter or to share medication with anyone else.

