



THE SUMMIT
Preparatory School of Southwest Missouri

**The Summit Preparatory School of
Southwest Missouri**

2155 W. Chesterfield Boulevard
Springfield, MO 65807

**Summit Handbook
2012–2013**

www.thesummitprep.org

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Introduction

Welcome to The Summit Preparatory School of Southwest Missouri. We hope this handbook will inform you about the mission, goals, and procedures of The Summit. If you have any questions, please do not hesitate to ask a teacher, Head of School, veteran parent, or a Board member.

Mission

The mission of The Summit is to provide children with an extraordinary education in a supportive, stimulating environment. The school climate will enable students to become a community of learners, develop leadership skills, acquire a strong ethical framework, cultivate an appreciation for the arts, advocate the virtues of a sound body with a sound mind, and achieve their highest potential. Students will discover the joy of learning.

Educational Goals

- Cultivate a life-long love of learning
- Develop higher level thinking skills
- Provide a sound knowledge base in core academic disciplines
- Maintain a community that respects and values individual differences
- Promote ethical and moral conduct
- Utilize active learning
- Promote global studies and language development
- Provide leadership training
- Nurture a sense of personal and community responsibility
- Foster creativity, appreciation for the arts and aesthetic sensitivity
- Integrate appropriate use of innovative technology into the curriculum
- Establish an environment of learning

About the Summit

The Summit was founded in 2004 by a group of parents and educators who believed in the ideals of an independent school, dedicated to higher standards in education, small class sizes, and nurturing the joy of learning. 2005-2006 was the first school year, which began at 444 W. Grand Ave, in Springfield, MO. In October of the same year, the school was granted a lease with Wesley United Methodist Church at 922 W. Republic Road. In 2010, we moved into our new facility at 2155 W. Chesterfield Boulevard in Springfield. This facility features approximately 30,000 square feet and three floors. The entire building is leased by The Summit. We are committed to developing students who will continue into higher education with great success.

Grade Divisions

Pre-school: Beginners and Pre-Kindergarten

Lower School: K-5th Grade

Middle School: 6th-8th Grade

High School: 9th-12th Grade

Business Hours

Monday-Friday 8:00 a.m.-4:30 p.m.

School Hours

Pre-school Half Day: 8:30 a.m.–1:00 p.m.

Pre-school Full Day: 8:30 a.m.–3:30 p.m.

Lower School: 8:30 a.m.–3:30 p.m.

Upper School: 8:45 a.m.–3:45 p.m.

Extended Care (Fun Zone)

7:30 a.m.–8:15 a.m.

3:30 p.m.–5:30 p.m.

School Colors

Navy and Gold

School Mascot

Eagle

Non-Profit Status

The Summit is a 501(c)(3), non-profit, charitable corporation that has been granted tax-exempt status by the Internal Revenue Service. Contributions to The Summit are therefore fully tax deductible as allowed by law.

Charitable contributions may be given in one or more of the following ways: cash, checks, Visa and MasterCard, publicly traded stocks, real estate and non-cash contributions (computers, vehicles, and office equipment). Tuition and fees are not tax deductible.

Accreditation

The Summit is in the accreditation process by the Independent Schools Association of the Central States (ISACS). The 225+ member schools that make up ISACS provide opportunities for professional growth through exchange and dialogue. ISACS membership also confers North Central Association of Schools and Colleges accreditation.

In the the spring of 2011, The Summit submitted its self-study report and hosted the ISACS Visiting Team. The Summit is expected to receive full accreditation status by the end of 2012.

The Summit Preparatory School Directory

Administration

Kathy Reynolds Head of School, Middle School History

Faculty & Staff

Becky Alexander Pre-Kindergarten
Julie Anderson 4th Grade
Janel Bagby Kindergarten
Christie Bowerman Middle School & High School Math, MS Art
Vivian Bruner Co-Receptionist (volunteer)
Amanda Cowart Pre-Kindergarten, Physical Education, Pre-K & Kindergarten Spanish
Sandy Frye Middle School Communication Arts, MS Physical Education, MS Social Studies
Jennifer Grace Art (volunteer)
Katie Heet 1st Grade
Jennifer Johnson Art (volunteer)
Shawn Keech Pre-K through Middle School Music, MS Teaching Aide, After School Arts
Sarah Leighninger 1st through Middle School Spanish (part time)
Luis Lombilla Dual-Credit High School Spanish (adjunct)
Amy Meriweather High School Psychology (volunteer)
Pat Misterovich High School Social Studies, HS Communication Arts, HS Media, IT Support
Danny Reynolds Building Manager
Penny Scroggs Co-Receptionist (volunteer)
Laura Skiles Development Coordinator (part time)
Laura Stroup Middle School Science, MS Physical Education (part time)
Monica Tsolakis 5th Grade
Rachal Tarrasch 2nd Grade
Kristin Walker Business Office (volunteer)
Amy Warner High School Anatomy (volunteer)
Kate Wilcox Communications Manager
Crystal Yarnell 3rd Grade

Admissions

Tour and Meeting

Families interested in applying to the Summit will attend one of the monthly open house, hosted by the Summit Parent Organization (SPO) and the school administration. For these dates, please refer to The Summit calendar. When necessary, individual inquiry meetings and tours can be scheduled as time allows.

Application

Parents may obtain an application by downloading from the Web site, or receiving from the school either via e-mail or in person. All completed applications must be accompanied by the non-refundable fee of \$150 and the signed transcript release form.

Screening & Visit

Once the application has been reviewed, an appointment for an academic screening and school visit will be scheduled. Students will attend class for a set amount of time. While in class, they will be given an academic screening.

Standards

The Summit seeks to enroll students who will be successful in the program and whose behavior reflects the standards of our school. Prospective students should be successful in their academic endeavors. A successful Summit student will be an independent learner, intrinsically motivated, and able to follow directions.

Non Discriminatory Policy: The Summit Preparatory School

Missouri admits students of any race, color, nationality, and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of race, color, religion, nationality, and/or ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletic, and other school administered programs.

Family Interview

An important part of the application process is meeting with the parents or legal guardian(s) and/or the applying student(s) with a member of the Admissions team to discuss school and family expectations, answer questions, and provide necessary information regarding school enrollment.

Acceptance

After the family interview, the completed file will be reviewed by the Admissions committee, and the family will receive a letter stating their acceptance status (accepted, declined, or placed on the waiting list). When class enrollment is full, the candidate becomes part of the pool from which openings that develop will be filled. Selection out of a waiting pool is based on a variety of factors, including sibling status, date of application, etc. After the school year begins, the school admits students on a space-available basis. The contract offered for the upcoming year will be based on the performance and evaluation of each student in a given year. Contracts to newly admitted candidates are issued after returning parents have had an opportunity to re-enroll their children or if an opening exists at the time of admission.

Registration

A student's enrollment is confirmed through the receipt of all enrollment paperwork a signed contract and release forms, as well as payment due. The absence of either prevents a student from matriculating and the space may be offered to another student.

Scholarships

The Summit is committed to diversity in the student body, including socioeconomic diversity. In order to support socioeconomic diversity, The Summit offers need-based financial aid to the student body. Financial Aid awards may range from a few hundred dollars to up to 75% of tuition and fees expenses. Incidentals and The Summit Growth Fund are not included in Financial Aid awards and will be the responsibility of recipients. Students applying for aid must be stellar candidates for admission, as well as committed to excellent behavior. Admissions decisions are made prior to, and separate from, decisions concerning financial aid. Families awarded financial aid are expected to participate in the Scrip program (which is no cost to the parent) and to complete a minimum monthly volunteer requirement, which varies, based upon amount of reward granted. This volunteer requirement is in addition to any hours volunteered to go towards the Summit Growth Fund. Financial aid will be credited monthly and will be contingent upon student's adherence to the behavior standards in this handbook, maintenance of excellent academic standing, and fulfillment of all financial and volunteer requirements.

All families applying for tuition assistance are required to submit a confidential application for financial aid through the FACTS Grant and aid tool located at www.factstuitionaid.com. Along with completing the application, parents will be asked to submit financial and tax support documents. Applications for financial aid must be submitted no later than April 15. Awards will be granted on July 15 and later as space in the classrooms allows. Priority will be given to returning families and families with siblings currently enrolled in the school.

Financial aid awards are made for one academic year; applicants for aid must re-apply each year in order to be eligible. Financial information submitted by parents in support of aid applications is held in confidence by the Financial Aid Committee and staff. Financial aid recipients are not identified at the school to faculty or other staff. The Financial Aid committee will safeguard the confidentiality of all financial information provided by each family. In turn, the Financial Aid committee expects family to refrain from discussing or disclosing financial aid status, including the amount granted or for which student(s). This includes personal disclosure to other families in the school or teachers or staff as well as public disclosure on the Internet or other public arenas.

Failure to adhere to these guidelines may jeopardize future financial assistance.

Financial aid applications must be completed no later than April 15, including submissions of support documents to FACTS. Students' eligibility for aid cannot be evaluated until the aid application is complete.

Current Students

In February, the school issues re-enrollment contracts to students currently enrolled at The Summit. A student's enrollment is confirmed through the receipt of a signed contract, enrollment paperwork, and payment due, which must be returned to the school office by the appointed date on the contract. After the deadline for receipt, the school contacts parents to advise them that it

will begin enrolling newly admitted students and to apprise them that their child(ren)'s future enrollment may be jeopardized as a result.

Students who have a delinquent account will not be offered an enrollment contract until all accounts are settled.

Enrollment contracts may be withheld from current students due to any of the following:

- Students who have not been enrolled the full school year
- If there is a question of future success at The Summit

In these circumstances, classroom spots will be held until a decision has been made for offering of re-enrollment at the end of the school year.

Enrollment Policies

To finalize enrollment, parents must sign and return the following forms:

- Enrollment contract
- Emergency contact form
- Policy agreement form
- Payment information form

Parents agree to pay tuition/fees as outlined in their contract, and the school and parents agree to the terms outlined in *The Summit Handbook 2012-2013*.

Fees and Tuition

Tuition and school fees figures are located on the school Web site. The Summit is a not-for-profit organization, and being tuition based, it is necessary that all payments be timely. The following policies explain The Summit's financial procedures:

1. Tuition and school fees due dates are selected by families on their enrollment contracts. Parents are expected to pay tuition and fees on time. Accounts that are more than 30 days overdue will be charged a late fee. *Please see the below policy on overdue accounts.
2. The Summit charges a \$30 NSF fee for all returned payments.
3. Students who are transferring from the Summit will not have their records released until all tuition, fees, and incidental charges have been paid in full and all property of The Summit has been returned.
4. If there is an unforeseen financial hardship, it is important that the family contact the Head of School to discuss payment options.
5. Ultimately, if a tuition/fees payment remains outstanding for more than 60 days past the due date and additional arrangement has not been made with the Head of School, attendance at The Summit will cease.

Summit Growth Fund

The Summit Growth Fund is a variable fee per student, which depends on enrollment. The number of full-paying students determines the amount of Summit Growth Fund contribution. This fee will not exceed \$1500.

Financial Responsibility

The Summit requires each family to designate a single parent/guardian as the primary responsible party. The Summit expects a single responsible party to receive billing for tuition/fees. If a student account, either incidentals or tuition and fees, becomes overdue more than 60 days, The Summit will charge the credit card on file as outlined below. If the school is unable to process the credit card and other payment arrangements are not made, the account will be turned over to a collection agency and the student will be asked to leave the school until all past due amounts are paid.

Overdue Accounts

Every student must have a MasterCard, American Express, or Discover card on file for payment of tuition/fees or incidentals that are more than 60 days overdue. In addition to the invoice amount, this card will be charged a 5% late fee for each 30 days past due, as well as a 2.5% convenience fee for processing the payment on credit card.

Withdrawal/Dismissal

If a student is withdrawn during the school year, proper procedures must be followed. This includes completion of the withdrawal form (in the appendix), payment of all tuition, fees, and other charges due according to policy. Students must return all school property. The withdrawal will be considered complete and official after all of the above have been accomplished. Transcripts or other school recommendations will not be released until all financial matters have been cleared with the accounting office and Head of School.

Attendance

Consistent and prompt attendance is vitally important for success at The Summit. Excessive absences and tardiness from school are detrimental to the educational process and put the student at a disadvantage.

Absences

If a child is absent for any reason, please notify the office by 9:00 a.m. by phone or e-mail to the student's teacher and the front office (frontdesk@thesummitprep.org). Children should seldom miss school for reasons other than illness. However, occasionally an appointment must be scheduled during school time. In such cases, the school and the child's teacher should be informed the day before the appointment.

Extenuating circumstances will be considered on an individual basis. Excessive absences for any reason could result in academic dismissal from The Summit. Parents are strongly encouraged to contact the teacher to get student work if their child is absent for more than one day. The teacher will contact the family if this is necessary.

Special Trips

Family vacations and business trips in which children can join a parent (or parents) have great value to young people and can educate students about people, cultures and places. Ideally, such trips should occur during school breaks. However, when such trips fall during the school year, a parent should notify the school in writing, at least one week in advance. Teachers, to the extent

possible, will provide pertinent information ahead of the trip but are not able to repeat missed classes.

Tardiness

Tardiness is a disruption not only to the learning process, but to other members of the class. It is important to teach punctuality as an integral part of life. The student must learn to make appropriate adjustments in order to be assured of being at school on time. Parents who are transporting children to school should understand their role in helping the child to arrive on time. Students are considered tardy if they are not in the classroom when class begins at 8:30 a.m. for Lower School and 8:45 a.m. for Middle and High School.

Arrival/Dismissal Times and Procedures

Arrival

Students should arrive between 8:15 a.m. and 8:30 a.m. unless in the Fun Zone Program. Please drop off your child(ren) in car line. They will enter the building and go directly to their classrooms. For a safe and orderly drop-off, please help your child develop the habit of being prepared to exit the car when it comes to a safe stop at the drop off area. The Summit staff or parent helper will meet students at the car. Parents are asked not to leave cars unattended in the drop-off area at any time. Shortly after classes begin, the outside doors to our campus will be locked.

Should you need to park during special circumstances, parents are asked to park in the second and third rows of the parking lot. The first row of parking spaces is to remain empty at all times.

Dismissal

Half-day Pre-school students will be picked up at 1:00 p.m. Full-day Pre-school and Lower School students will be ready for pick up at 3:30 p.m. and Upper School students will be ready for pickup at 3:45 p.m. unless designated otherwise. Staff will escort students to parents' cars for pick up. Unless The Summit has received prior (as early as possible notice to the teacher and the office) written or e-mailed permission from the parent/guardian no other person will be allowed to pick up a student from school. Students who remain on campus following the pick up time will be escorted to the Fun Zone area and will be billed for the regular rate. Please be respectful of teacher schedules and arrive promptly for drop off and pick up. Teachers often remain on campus each day, but have tutoring, meetings, and other obligations after dismissal.

Check Out Procedures

If a student must be checked out of school during school hours, parents must enter the building and sign the student out in the office. Parents may not call the office to request that the student be sent to their vehicle. Only parents and authorized individuals may sign out students. If a student returns to school that day, they must be checked in at the office.

Inclement Weather School Closings

Appropriate precautions will be taken in case of a severe weather warning. Students will be released to go home when parents/guardians arrive. Working parents/guardians must provide the school with the names of alternate caretakers for their children, if necessary. The Summit school closings will be announced in the local media and school Web site, voice-mail, and e-mail.

Please check radio, TV, e-mail, text messages, and the school Web site for school closing news. During closings due to inclement weather, teachers will have suggested activities for students posted on their classroom blogs.

Medical Information

All students are required by law to submit an immunization record and keep it current. A medical history report is to be completed and on file for any student with specific health conditions.

Students are to be kept home:

1. If the child has a contagious disease you **must** notify the office of any exposure.
2. If the child has a temperature of 100 degrees or more or vomiting. The temperature should be normal for at least 24 hours before the student returns to school.
3. If a general condition exists, such as discharging nose or eyes, persistent cough, sore throat or nausea.

Students who become ill during the school day will wait in the office and parents/guardians will be notified to pick up the child immediately. Parents/ guardians must provide the school with the names and phone numbers of alternate caregivers for the child(ren) in case they cannot be reached for emergencies or illnesses.

Please notify the school office if your child has been diagnosed with a communicable disease such as chicken pox, measles, mumps, strep infections, scarlet fever, or whooping cough. Other illnesses that should be reported include conjunctivitis (pink eye), impetigo, ringworm, hepatitis, pinworms, head-lice, Fifth's Disease, and mononucleosis. Parents of other children and staff who are exposed to these illnesses should be contacted.

Medication Dispension

Only authorized school personnel will dispense prescriptions and over-the-counter medications to students. All medications will only be dispensed with a written directive from the child's treating physician. If your child needs to have any medicine administered at school, an "Authorization to Dispense Medicine Form" (in appendix) must be completed by the parent/guardian. Medicine must be in a properly labeled container from the pharmacy with details of the dose and frequency of administration. Any student who suffers from allergic reactions must have appropriate medication in the office to treat it.

*All medications must be labeled and given to faculty and staff to be stored in the appropriate location. Students may not carry medicine on campus. This includes any over-the-counter medications such as cough drops, aspirin, and other cold remedies.

Injuries

All injuries are to be reported immediately to the appropriate supervising staff member, who will then complete an accident report, which is stored at the front desk or with the supervising staff member. First aid treatment will be administered by a staff member or paramedic. Every effort will be made to contact parents/guardians immediately, especially in cases of more severe injury. If needed, paramedics will transport the injured child to the closest emergency room or to the hospital. Minor injuries will be treated at school by an office volunteer or staff member and the person in charge will fill out a report which will be completed and sent home, stating that your child visited the office for help/treatment.

Emergency Contact Form

Parents/guardians must fill out an emergency contact form annually. This form is available in the enrollment packet and in the appendix and identifies persons to be contacted in the event of an emergency. It also lists preferred medical personnel and facilities in the event of a medical emergency. In the event of changes to the information, it is the parents' responsibility to update the information with the front desk (frontdesk@thesummitprep.org).

The Head of School and class teacher must be notified of students requiring any special attention due to a physical or medical situation. Full instructions must be given in writing. When a student has a physical ailment that limits activity or prohibits a particular activity, the school requires a note from a physician indicating the reason for the limitation and the period of time for which the limitation applies. The school encourages students to participate in as many activities as possible. Teachers and other school personnel will be sensitive to individual student situations.

Use of Community Experts

The Summit reserves the right to bring in outside experts for different screenings as available, including but not limited to hearing, speech, and vision. Teachers will communicate with parents when these screenings are offered, and parents may choose for their student to not participate. It is up to the parent to communicate their intentions.

Code of Conduct

Parents may view the family/school expectations outlined in the appendix for a more in-depth look at the family and school partnership. Members of The Summit community are expected to follow these basic rules of conduct.

1. Academic honesty is expected.
2. All Missouri laws concerning alcohol and drug possession and consumption will be enforced.
3. Students are expected to respect other people and their property.
4. Possession of weapons or objects designed to look like weapons is prohibited at all times on school premises or at school sponsored trips or activities.
5. Profanity or offensive language is not tolerated.
6. The Summit students are expected to demonstrate kindness and caring toward others.
7. Students are expected to respect their teachers and administrators and must follow directions quickly and efficiently.
8. Parents are expected to refrain from discussion of other students or staff with students, parents, or staff.
9. Parents are expected to positively represent The Summit at on-campus events, off-campus events, and in the community.
10. Parents are expected to support the school with their time, talent, and financial resources.

Behavioral Expectations

We encourage and recognize students' appropriate behavior. The faculty and staff at The Summit are working to make every opportunity available for students to be successful each day and to develop behaviors that are good for themselves and others.

Unacceptable behavior will first be addressed by the classroom teacher and parents. If an issue is still unresolved, the Head of School may be asked to be a part of the resolution.

Students need to show concern for the well-being of others and respect for property, time and needs. Tolerance and respect for individual differences is essential. Students are expected to behave in a civil fashion and use respectable language. Older students must show consideration for younger grade students.

Playground Rules

Students will play outside unless it is raining or the temperature or wind chill is 32 degrees or below. Please send students with proper outerwear for recess. During school hours, students are not permitted on the playground without a staff member present to supervise.

After Hours Playground Use

Summit families are permitted to use The Summit playground after hours if Fun Zone is not present on the playground.

Harassment Policy

Harassment refers to any verbal or physical conduct relating to race, religion, ethnicity, gender, or background, which has the purpose or effect of intimidating or offending another person. Harassment includes, but is not limited to, unwelcome or offensive jokes, comments, gestures or other unwelcome verbal or physical conduct. Sexual harassment includes, but is not limited to, unwelcome sexual advances, sexual jokes or comments, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual matter. Any person who subjects a member of the school community to harassment will face consequences.

Disciplinary action may include but is not limited to verbal warnings, parental notification, education of the topic of harassment, detention, or possible suspension. Disciplinary action will increase in severity in cases of repeat offenses or depending on the severity of the case. Any person with knowledge or information of harassment involving any member of the school community should report the incident to the person with whom he/she feels the most comfortable (advisor, teacher, Head of School, Board member).

Confidentiality is expected. This communication will need to be put into writing and dated. This will ensure that each incident is handled in a timely manner.

Child Abuse and Neglect Policy

The safety of our students is of utmost importance. All faculty and staff members are mandated reporters of any suspected abuse and must comply with the Missouri Child Abuse and Neglect laws. The Summit will report any physical or verbal abuse and/or neglect of a child to the Missouri Division of Family Services Child Abuse Hotline.

All Summit faculty, staff, and school volunteers are screened on a yearly basis with the Missouri Highway Patrol to prevent any concerns on our campus. If anyone suspects concern for a child's safety or well-being, it should be brought to the attention of the Head of School immediately.

Summit Youth Protection Guidelines

The staff and parents of the Summit school value the importance of creating the most secure environment possible for its students. To that means, The Summit has adopted several practices and policies for the protection of youth in our care.

Mandatory Reporting of Child Abuse

All staff members have a duty to report to local authorities any good faith suspicion or belief that any child is currently involved in or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation; including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No staff member may abdicate this reporting responsibility to any other person.

Any staff member with such concerns must notify the Head of School of this concern and make a formal report, so that appropriate action can be taken for the safety of our students. Notification to appropriate agencies and follow-up with those investigating agencies will be taken.

Youth Abuse Prevention

The Summit has made efforts to safeguard the youth in our care by conducting background checks on all staff members. In addition to that, parents who are involved in one-on-one activity with Summit students complete background checks. The adult application requests background information that is confirmed by the Head of School or the designated youth protection staff member. No screening techniques are perfect; however, the Summit will make every reasonable effort to reduce the risk of exposing Summit youth by learning all we can about all applicants for staff and volunteer positions.

The following policies have been established to protect our youth.

Adequate Numbers

Trips and outings can be conducted by a single adult, as long as, at least one other youth is present. Staff and volunteers should avoid any situations that would place them in a car, office or classroom, or closed space by themselves. Tutoring and individual lessons will be conducted in rooms with open access.

Bullying Prohibited

Physical, verbal, emotional, and electronic bullying must be safeguarded at all times and will not be tolerated.

Dress Code

Students are expected to look their best each day at school. Clean, well-fitting, and good condition of wardrobes are required of Summit students.

Students are expected to wear a Summit shirt from Lands End. Solid color, no-pocket polo shirts, turtlenecks, oxfords, sweaters, and sweatshirts with the school logo may be worn. Shirts must be from Lands End. Jumpers (navy or khaki), cardigans, and hoodies may be worn if they have the school logo. The outermost layer of clothing worn within the school must always have the school logo.

Khaki or navy pants, skorts, skirts, and shorts may be worn. Shorts and skirts must not be shorter than students' fingertips when they stand straight with their arms down at their sides.

Students may only wear closed-toed, closed-heeled shoes.

On Fridays, students may wear jeans with a Summit shirt. Spirit wear and Summit t-shirts may also be worn on Friday.

On field trips, all students are to wear their red Summit shirt. Dress code for special events such as concerts and job shadow may vary. Teachers will communicate these changes with parents.

Electronic Devices

The allowance of electronic device usage in the classroom is at the discretion of the teacher. Electronic devices must not distract from the academic proceedings of the class and can be confiscated at any time by the teacher. The Summit is not responsible for lost or stolen electronic devices on campus, and students bring them at their own risk.

Computer Use Policy

1. As an issue of liability, The Summit Preparatory School cannot provide technical support for privately owned computers. Additionally the school cannot support any software previously installed on privately owned computers.
2. The Summit is not responsible for theft or damage to privately owned computers.
3. When a student brings his/her personally owned computer to The Summit, and he/she desires network access:
 - a. The student must request a WEP key password from their teacher in order to access the network.
 - b. The computer for which network access is requested must have a network interface card (NIC) supplied by the owner and wireless access ability. The NIC must also have the appropriate software used by the computer's operating system for the proper functioning on the Internet. The Summit does not provide this for the student.
 - c. The Summit does not currently have the resources to assist students with diagnosing problems getting their privately owned computers to work properly on The Summit's network.
4. The student should not allow any other student to work on his/her computer. The Summit is not responsible for damage caused by another student's use of the computer.
5. Connection to The Summit network requires signed consent to the Internet user agreement. All rules apply to computers brought from home.

All students must have a signed waiver, release, and agreement form of the Computer Use Policy on file. See the appendix for this form.

Internet Use Agreement

The Internet

The Internet is a worldwide communications network through which students may communicate with other Internet users through textual, graphic, and audio transmission. To gain access to the Internet through The Summit's computer network, a student must sign and submit to this Internet Agreement, through the Waiver and Release Form. All students under the age of 18 must also obtain the signature of a parent or legal guardian. The Summit's sole intent in providing access to the Internet is to further educational goals and objectives. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or otherwise offensive to the user or others. Parents may put blocking software on individual laptops and provide teachers administrative access. However, due to the ever changing nature of

information in the Internet, it is impossible for The Summit to completely prevent access to such material. It is therefore the responsibility of students and parents to set appropriate standards concerning the access and use of such material contained on the Internet. The Summit respects the right of each student and parent to decide whether or not the student will be permitted to access the Internet. This agreement will remain in effect for the duration of the time the student named in this agreement is enrolled at The Summit Preparatory School of Southwest Missouri, unless this agreement is revoked in writing and delivered to The Summit Preparatory School Office by the parent or guardian signing this agreement.

Conditions and Rules of Use

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
2. Users who unintentionally access such material shall immediately terminate such access.
3. Users shall not harass, insult, or attack others.
4. Users shall not damage computer system, computer networks, or computer data.
5. Users shall not use another user's password.
6. Users shall not trespass in the folders, work, files, or data of others.
7. Users shall not use Internet access for any commercial activity.
8. Users shall not use Internet access for political lobbying.
9. Users shall abide by all federal, state, or local laws.
10. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.

Violation of any of the foregoing conditions and rules of use shall be grounds for immediate termination of Internet access privileges and may result in disciplinary action. The Summit reserves the right to review all data stored on its computer system in order to enforce all the above conditions and rules of use. Users should not expect that files stored on The Summit server will be private or confidential.

All students must have a signed waiver and release form for the Internet Use policy on file. See the appendix for this document.

Parental Involvement

At The Summit, parents partner with the administration, faculty, and staff to educate their child(ren). There are a number of ways that parents/guardians are encouraged to be active in their child(ren)'s educational experience at school. At the beginning of each school year, parents will be asked to sign up to serve on a committee or to help with at least four school events. Parents will also receive notices about volunteer opportunities on campus. Teacher blogs and e-mail encourage communication with each family.

The Summit Parent Organization

Each parent is automatically a member of the Summit Parent Association (SPO). Under the SPO are numerous volunteer activities that parents can choose to participate and support. Each family is asked to support at least four of the annual activities/events.

School Supplies

A school supply list will be given prior to the school year. Parents are asked to deliver these items to school at the "Meet your Teacher" event, prior to the beginning of school. In addition, teachers

will post a “wish list” on their blog of items parents may contribute for their class. Student may bring a backpack/bag for carrying supplies and laptops.

Home Support

Reading is one of the most valuable activities that parents can enjoy with their child. We recommend that students read nightly. Some teachers will ask students to record the titles of books or the number of minutes read for each student. Teachers will include a description of all homework assignments on their class blogs.

Additional activities or ideas may be communicated by the teacher, such as tutoring, summer letters or evaluations, reading, or recycling projects.

Progress Reports and Conferences

Lower School

At least four times during the year, teachers hold conferences with parents. Conferences are formal meetings where teachers and parents and sometimes students meet to discuss student progress. These reports are composed of rubrics that outline the student’s growth to national grade level standards. The first conference, held before school includes parents and teachers to discuss goals for the year and to foster open communication between students, parents, and teachers. First trimester conferences include the teacher, the parents, and the student. Second trimester conferences with parents are “student-led,” with the assistance of the teacher. Third trimester conferences include parents, teacher, and student and help suggest summer activities to prepare a student for the following school year. Progress Reports are provided at the end of the 1st, 2nd, and 3rd trimester conferences.

Middle and High School

Two times during the year upper school teachers will share progress reports with parents. These reports are composed of rubrics that outline the student’s growth to national level standards. Fall and Winter conferences include the teacher, the parents, and the student. End of the year conferences are optional to help suggest summer activities to prepare a student for the following school year.

Communication

Questions that relate to classroom practices and procedures need to be directed to the appropriate teacher. If questions remain unanswered and the teacher has been contacted, the Head of School will be available.

Guidelines for Effective Parent/Teacher Communication

1. Express the questions and/or comments (by phone or e-mail) to the teacher/parent as soon as possible. Do not wait until an issue becomes frustrating.
2. Call (or e-mail) the teacher to schedule an appointment to discuss concerns.
3. Please maintain appropriate confidentiality in all communications. Please refrain from having specific conversations, including those on cell phones, in public places, such as hallways, after meetings, or in front of other staff members.
4. Avoid specific discussions about a student in social settings.
5. Communicate in a problem-solving manner; ask for clarification before making assumptions.

Visitors and Security

Safety of students is of absolute importance. All doors to the school building will be locked from the outside during the school day. The Summit welcomes visitors, parents, and volunteers on our campus. Prospective families who wish to visit a classroom or tour the school should contact the Admissions Department. Visitors, parents and volunteers must all be buzzed in the main entrance, stop at the front desk, sign the visitor's log, and obtain a visitor's pass before entering a classroom or any other part of the campus during school hours. Any person on campus not wearing a visitor's badge will be asked to return to the office to sign in and obtain proper identification or leave the campus.

Parents are welcome to visit classes; however, prior arrangements should be made with the teacher. Parents should make arrangements in advance with the classroom teacher so that disruption of teaching time is kept to a minimum. Parents are welcome to join their children at lunchtime. Please contact the classroom teacher to advise of your plans. Pets are not allowed on campus without prior approval by the Head of School. The Summit asks parents for their full cooperation and support with these very important safety policies.

Class Celebrations

Throughout the year, birthdays, holidays, and special days will be celebrated at school. Teachers will communicate the details of these events as they draw closer.

Birthdays

Parents/guardians are asked to let the classroom teacher know well in advance if they will be bringing snacks for birthdays. Parents may provide individual birthday snacks and special napkins for the students, which will be shared at the teacher's discretion and with consideration of all students' allergies or diet concerns. Keeping birthday celebrations reasonable and simple allows every child to feel special. Please refrain from sending party favors or decorations for birthday celebrations. Parents are encouraged to donate a book to their class in the name of their child.

The delivery of flowers, balloons, gifts, etc. at school are strongly discouraged. If they are delivered during the school day, they will be received and retained at the front desk until the end of the school day.

Party Etiquette

Parents/guardians are asked to be sensitive to children's feelings regarding invitations to parties outside of school. If the invitation is not extended to each student in the class, children may not distribute the invitations at school. Out of courtesy for space and children's feelings, please do not send gifts for after-school parties to the classroom.

Please do not expect the school office to coordinate a carpool for a birthday party. Even if the event is scheduled after school, it is still the parent's responsibility to arrange for the transportation for his/her own child. Written consent must be received in the office for any pick-up changes.

Holidays

Classrooms may recognize or study a variety of holiday traditions, including national holidays, religious holidays, and cultural events. Classrooms will celebrate the winter holidays with a classroom party, and students will participate in any holiday classroom activities, such as valentine exchanges.

Field Trips

Field Trips are an important part of education and regarded as extensions of the classroom. Students will participate throughout the year in various field trips. There may be additional charges to students for admission and transportation for certain activities. Permission for students to participate in field trips is covered under the blanket permission form secured upon enrollment; however, teachers will inform parents of the details of each field trip at least one week prior to the trip.

Parent drivers usually transport students for field trips. To drive on a field trip, the following is necessary:

1. Missouri Driver Vehicle Record
2. Background Check
3. Proof of Insurance (Missouri insurance with personal liability limits of 100,000, 300,000 per event, and 100,000.)
4. Driver's License (proof of 21 years of age or older)
5. Uninsured Motorist Coverage
6. Copy of Motor Vehicle Inspection
7. List of included Vehicles

Proper use of booster/car seats are required. Students must bring their booster seat to school and parent drivers must help install the proper equipment for each student

Teachers may ask for parent chaperones to assist on field trips. Chaperones must be willing to supervise children according to the teacher's directions. Chaperones may also be charged for food, admission, or transportation costs associated with a field trip. We ask that parents recognize the teacher is in charge of the activity at all times and request that the instructions of the teacher be followed. In addition, children who are not members of the class are not allowed to go on field trips without special permission. This helps our students have the best supervision and assistance for the trip.

Student Drivers

Students drivers may drive to and from campus within the confines of the law and with permission of a parent/guardian. Students may carry passengers, by consent of parent/guardian of the driver through a signed form as well as consent of the parent/guardian of the passenger through a signed form. Student drivers must have proof of insurance on file in the office to transport student passengers. Students who drive to school are still expected to arrive on time to campus.

General Information

Lunches

All students may bring their lunch from home or participate in the hot lunch program. The school lunch menu is provided on the Web site. Please send nutritious foods and do not send soda to school. In addition to lunch time, students are encouraged to bring a nourishing, high-protein snack to school each day (fruit, raisins, muffins, vegetables, cheese and crackers, etc.) and a bottle of water. No gum or candy, please.

High school students may participate in off-campus lunch if their parents have signed the open lunch form, but must sign in and out at the front desk when leaving and returning from campus.

Religious and Cultural Observances

The Summit respects and celebrates the school community as a wonderful blend of people. Our school community includes people of varying religions and cultural traditions. As an educational institution, The Summit appreciates and encourages sharing individual traditions and cultures, as we learn more about our world. While selecting material for concerts and special events, we strive to have a balance in our content. While every event may not include every perspective, it is our hope that across our campus we will demonstrate a strong respect of religion and differing heritages.

All members of The Summit community may be absent to observe religious holidays. Teachers will work with families of students who miss school for these special occasions. Parents are welcome to speak to teachers about concerns or ideas related to your family observation of holidays.

Safety Drills/Emergency Preparedness

Regular fire, tornado, and safety drills are held by the entire school. Each classroom is to follow specific instructions given by the teacher. Teachers are responsible for directing their students. The Summit faculty and staff are prepared to care for their students during emergencies. In the event of a tornado, students will evacuate the classrooms and take shelter in the concrete stairwells. In the event of fire, students and teachers will meet in the playground away from the building. In the event of a lock down, students will take shelter behind lockable doors with lights off. In the event of an emergency, students will be released only to a parent or person on file as the student's "emergency contact."

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Emergency Contact Form

Student Name: _____ **DOB:** _____ **Grade:** _____

<i>Mother's Information</i>		<i>Father's Information</i>
Prefix: ___ Name: _____		Prefix: ___ Name: _____
Address: _____		Address: _____
City: _____ ST: ___ Zip: _____		City: _____ ST: ___ Zip: _____
Home Ph: _____ Cell: _____		Home Ph: _____ Cell: _____
E-mail: _____	↔	E-mail: _____
Employer: _____	Married? <input type="checkbox"/> Y <input type="checkbox"/> N	Employer: _____
Work Phone: _____ Ext.: _____		Work Phone: _____ Ext.: _____
Spouse (if not Father): _____		Spouse (if not Mother): _____
Spouse's Cell: _____		Spouse's Cell: _____
May we include this information in the Family Directory? <input type="checkbox"/> Y <input type="checkbox"/> N		May we include this information in the Family Directory? <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Yes! Sign me up for NewsFlash school alerts: <i>Please select one or all:</i> Text Alerts E-mail Alerts		<input type="checkbox"/> Yes! Sign me up for NewsFlash school alerts: <i>Please select one or all:</i> Text Alerts E-mail Alerts

Emergency Contacts

1. Name: _____ Phone: _____
Relationship: _____ *Emergency Pick-up?* __Y __N | *Daily Pick-up?* __Y __N
2. Name: _____ Phone: _____
Relationship: _____ *Emergency Pick-up?* __Y __N | *Daily Pick-up?* __Y __N
3. Name: _____ Phone: _____
Relationship: _____ *Emergency Pick-up?* __Y __N | *Daily Pick-up?* __Y __N

Additional Daily Pick-Up Approval

1. Name: _____ Phone: _____
2. Name: _____ Phone: _____

Medical Information

In case of an accident or serious illness, the school will attempt to contact you. If the school is unable to reach you, we will call the physician indicated below and follow instructions. If we are unable to contact the Physician below, we will follow the procedures in our handbook to ensure your student's safety.

Physician: _____ Phone: _____
Address: _____ Emergency Phone: _____

Please list below any pertinent information, such as seizures, allergies (food, medication) diabetes, physical restriction or other medical conditions the school should be informed about.

Health Insurance Co.: _____ Name of Insured: _____
Policy/Group #: _____ Cert./ID #: _____ Address: _____

This agreement will remain in effect for the duration of the time the student named in this agreement is enrolled at The Summit Preparatory School of Southwest Missouri, unless this agreement is revoked in writing and delivered to the Summit Preparatory School Office by the parent or guardian signing this agreement.

••Parent/Guardian Name: _____ **Signature:** _____ **Date:** _____

PARENT REQUEST FOR DISPENSING MEDICINE AT SCHOOL

I request the teacher or other assigned adult to dispense medicines to my child during school hours.

STUDENT NAME: _____

The medicine is to be furnished by the parent or legal guardian. It is to be in the original pharmacy bottle and the physician's name/label must be on it.

Name of medication: _____ Refrigerate? Yes / No

Time(s) to be given: _____ Amount to be given: _____

Possible side effects: _____ Starting date: _____ Ending date: _____

Over-the-counter medications must be labeled with the student's name and dated. Please leave in the original box or container.

I further assume the responsibility for informing the school of any change in health condition(s) or change of medication(s).

Signature of Parent or Guardian/Date: _____

Policy Waiver & Release

Student Name: _____ DOB: _____

WAIVER AND RELEASE: Computer Use Policy

I hereby consent to the conditions and rules of use of the Computer Use Policy as outlined in the Summit Handbook. By signing this Agreement, I agree I will take no legal action now or in the future against The Summit Board, it's directors, administrators, teachers, employees, and volunteers caused by, or resulting from use of the laptop brought from home.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

This agreement will remain in effect for the duration of the time the student named in this agreement is enrolled at The Summit Preparatory School of Southwest Missouri.

WAIVER AND RELEASE: Internet Use

I hereby consent to the above conditions and rules of use. I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people. I understand that it is impossible for The Summit to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action now or in the future against The Summit Board, it's directors, administrators, teachers, employees, and volunteers caused by, or resulting from my access to the Internet. I hereby release The Summit from any liability, whatsoever which may arise as a direct or indirect result of my access to the Internet. I understand that I am responsible for any updating of status from my original status and for informing the school of any changes of parental/guardian Internet permission.

Student Printed Name

Student Signature

Date

I am the parent or legal guardian of the above-named student. I hereby grant permission for this student to access the Internet. I understand that the Internet contains material, which is pornographic, sexually explicit, illegal, defamatory, and otherwise offensive to some people. I understand that it is impossible for The Summit to completely prevent access to such material. By signing this Agreement, I agree I will take no legal action now or in the future against The Summit Board, it's directors, administrators, teachers, employees, and volunteers caused by, or resulting from my access to the Internet. I hereby release The Summit from any liability, whatsoever which may arise as a direct or indirect result of my access to the Internet.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

WAIVER AND RELEASE: Photo Release & Consent

I give my permission for my son or daughter, to be photographed and/or videotaped by The Summit Preparatory school in conjunction with activities associated with the school. I hereby transfer to The Summit Preparatory School all copyright and other interests in photographs and/or videotape taken. I also hereby grant royalty-free permission, including nonexclusive world rights in all languages, to reproduce in all formats including but not limited to print, electronic, and/or CD-ROM, to reproduce and include my son's or daughter's likeness for promotional purposes of The Summit Preparatory School.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

School/Parent Expectations

The Summit is committed to providing students with an extraordinary education in a supportive, stimulating environment. We believe that it is important for the entire family and all school constituent to know what to expect and what is expected of them in the school partnership. This guide provides an outline for the school-family partnership, which supports students in achieving their highest potential as they discover the joy of learning.

The Summit is more than a service for a fee.

- The home and school relationship exists under the provision that the school's educational services and the child's educational needs are a good fit.
- The Summit forms a partnership with each family. Honesty and civility are expected at all times. Families who become disruptive to this relationship will be withdrawn from the school.
- Parents entrust their child to the professional expertise of Summit administration, faculty, and staff.
- The mission of the Summit is to provide children with an extraordinary education in a supportive, stimulating environment
- The cost of educating a Summit student exceeds the current tuition. Additional financial support is necessary to maintain the mission of The Summit.

Summit parents, faculty, staff, and administration form a partnership to support the academic and social/emotional development of each child.

- Our goal is to respond to e-mails or phone calls within one school day. Likewise, parents will respond within an appropriate time frame.
- The Summit thoroughly investigates disciplinary events, informing parents at the earliest appropriate time. School officials attempt to balance consistent discipline with the needs of each child.
- Students experiencing academic or behavioral difficulties will be addressed through a meeting including the parents, student's teacher(s), appropriate administrators, and educational consultants as needed. Plans and recommendations will be followed by school faculty and parents as needed. This could include, but is not limited to outside academic or behavioral testing and evaluations. Families choosing not to carry out this plan, or maintain confidentiality will be withdrawn from the school.

Constituents should follow the appropriate lines of communication.

- For all matters, whether large or small, the proper channel of communication is to go to the most direct level first, the classroom teacher, or other appropriate faculty member. Most matters will be resolved at this level. If a matter is not resolved at this level the matter will be directed to the head of school. All faculty and staff are expected to report concerns to the appropriate individuals.
- The Summit is governed by the Board of Trustees, who is responsible for securing the future of the school by setting basic policies, hiring and supporting the head of school, facilitating strategic planning, evaluating overall school performance, and leading the financial support of the school. The Board is not responsible for review of administrative

decisions. The Board entrusts daily operation of The Summit to the head of school, who supervises and evaluates school programs and personnel. The head is the final authority of disputes including parent or student issues.

Decisions are made with a team approach.

- Schools often take a long time to make a decision. Working within the parameters of the school day, and communicating with all necessary participants can be a time consuming process. Summit faculty and administration will communicate as to how and when this process will be carried out.
- Summit faculty, staff, and administration believe in the ideals of education. While they should explain their philosophy and methods, they do not have to justify every action and decision made.

Parents are essential to the school. They provide their child with support, encouragement, and structure. They provide the school with financial support, partner with faculty and administration, and make their parental expertise available.

- Summit parents entrust their child to the professional expertise of administration, faculty, and staff. They should trust their teachers and treat them as professionals who know what and how to teach. Parents are expected to engage in constructive partnership with teachers.
- Summit parents should examine their expectations of the school as they relate to the mission and core values of the school. Independent schools can't nor should they do it all. Parents should maintain appropriate and reasonable expectations as to what a school can and cant do..
- Summit parents must notify the school of actions posing threats to the safety and security of The Summit community.
- Summit parents are expected to make timely tuition payments. They are expected to commit to annual giving, to the gala, and to capital campaigns.

Summit faculty, staff, and administration are facilitators for students in helping them to achieve their highest potential.

- Summit faculty and administration recognize that parents are experts on their own children and will contribute important information to the dialog.
- Summit teachers will provide indicators of student progress through formal communication including progress reports and conferences as well as informal communication including e-mails and phone calls.
- Summit administrators support faculty in their educational endeavors and help govern the daily operations of the school. Summit administrators step in at the request of faculty and staff.

The Summit Preparatory School Official Withdrawal Form

2155 W. Chesterfield Blvd. | Springfield, MO 65807
Phone: 417-869-8077 | Fax: 417-869-8087
www.thesummitprep.org

The Summit recognizes parents' rights to withdraw students mid-year from school. Although we regret to see this happen, this form will allow for a smooth transition from one school to the next.

Student(s):

Name	Date of Birth	Age
------	---------------	-----

Name	Date of Birth	Age
------	---------------	-----

Name	Date of Birth	Age
------	---------------	-----

Parent(s)/Responsible Party(ies):

Address:

Street	City	State	Zip
--------	------	-------	-----

Telephone: _____

Reason for Withdrawal (please list for each student):

Transcript Information

The Summit will release transcripts when parents follow the proper withdrawal procedure. All financial accounts must be paid and closed out and the withdrawal form must be completed. In addition, all school property must be returned to The Summit.

Please check: Provide me copies of my student(s) transcripts
 Send my student(s) transcripts to:

School Name	Address	Fax
-------------	---------	-----

I agree to all information provided above:

Signature of Parent/Responsible Party	Date
---------------------------------------	------

Signature of Parent/Responsible Party	Date
---------------------------------------	------

***Both Parents/Responsible Parties must sign this form unless documentation of sole responsibility is on file in the school office.*

Signature of Head of School	Date
-----------------------------	------

Office Use Only: Accounts paid in full Property Returned Transcripts provided/sent