Family Handbook

2019-20

The Summit Academy

An extension of Jefferson Academy,
a Jeffco Schools Charter School

Summit Academy South

Class Meeting Days: Thursdays
8:25 AM – 3:15 PM
at
12344 W Alameda Pkwy
Lakewood, CO 80228
720-544-3667

Amy Barbour
Office Hours : 9:00 AM – 4:00 PM MWRF

Director: Allycia Taussig
303-229-2161
ataussig@jeffcoschools.us
Office Hours: Tuesdays and Thursdays 8:00am-4:00pm
by Appointment Only

Summit Academy South Website:

http://www.thesummitacademysouth.org/

Jeffco Schools Website: http://www.jeffcopublicschools.org

Jeffco Connect Website: http://www.jeffcopublicschools.org/jeffco_connect/index.html

A Note from Allycia

Dear Parents and Students,

I am honored to be back for a second year as Principal at Summit South. Last year was a great year of learning and growing. This year we have added an additional 50 students and 5 new teacher. We have also expanded into some new rented space which has allowed us to offer more classes in the space. I am beyond excited to get the year starts as I believe you will love your classes and options.

Last year in 2018-19

- We had our inaugural year at Summit South.
- Successfully put on two musicals, 1 art show, several amazing experiments and a trip to Internationaltowne.

My goals for 2019-20

- Build more community amongst all students with a focus on the secondary students. Part of the community building will be continuing to build a school culture of kindness and respect.
- Provide great opportunities which will enrich your homeschool.
- Provide opportunities for the students to work collaborative while developing their problem-solving skills in areas that match their bent.

Thank you for allowing our school to be part of your homeschool journey. It is an honor and a privilege to be able to watch your kids grow and develop.

Sincerely,

Allycia Taussig
Principal/Director Summit Academy South

Knowledge
The acquisition of knowledge, symbolized by the open book, represents more than just learning facts. Students need facts, information, and skills. At Summit, we desire for kids to gain practical knowledge through education, experience, and discovery, so that they can appreciate the world and the people in it.

Truth
Truth, symbolized by the lamp, represents what's real. It's not subjective, but objective. There is an abundance of information in the world. If we want our students to be problem-solving world changers, they need to have the right information and be able to discern truth. Truth is the path that will lead them to the right solutions.

Excellence
Excellence is simply being our best, and this is symbolized in our crest by a star. Students, teachers, and staff are expected to give their best in the classroom, in the halls, inside school and out, in academics, character, and relationships.

Virtue
Speaking about courage, integrity, honor, and high moral standards is commonplace. Virtue, putting high moral standards into practice, is symbolized by the mountain lion in the crest. The mountain lion demonstrates the strength one must have to incorporate character traits into daily actions.

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Mission and Vision

Summit Academy is proud to share in the Mission and Values of Jeffco Schools.

The Jeffco Public Schools

Jeffco Public Schools has been providing educational excellence for more than 60 years. Approximately 9 percent of all the K-12 students in Colorado attend a Jeffco School. The district has 155 schools on 168 campuses.

The Jeffco Schools Mission

Our mission is to provide a quality education that prepares all children for a successful future.

The Jeffco Family Handbook

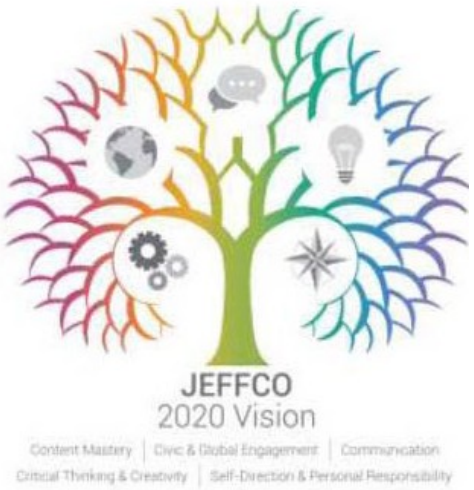
To access the Jeffco Student Family Handbook (Code of Conduct), please visit:
http://jeffcopublicschools.org/publications/student_family_handbook.pdf

The Jeffco 2020 Vision

Jeffco 2020 Vision video: https://www.youtube.com/watch?v=_K75KyY5XV8

Jeffco 2020 Vision

In order for students to pursue their life goals, by 2020 all Jeffco graduates will be able to successfully apply the following competencies:



In order for
students to pursue
their life goals,
by 2020 all
Jeffco graduates
will be able to
successfully apply
the following
competencies:
JEFFCO
2020 Vision
Content Mastery | Civic & Global Engagement | Communication
Critical Thinking & Creativity | Self-Direction & Personal Responsibility

Summit Values

Respect

Each person has equal, intrinsic worth and deserves to be treated with dignity and respect.

Integrity

Integrity is based on trust, honesty, and accepting accountability for all words and actions.

Compassion

Every individual should be willing to give time and energy to act in the best interest of others.

Excellence

High achievement requires high expectations focused on challenging instruction and engaged learners willing to work hard for success.

Partnership

Parents are capable of making important educational decisions for their children. The Summit Academy exists to encourage, support and assist them in their endeavor to educate their children.

Colorado Home School Law and Summit Academy

Summit Academy students are considered to be enrolled in a "non-public home-based educational program". Parents should be familiar with and follow all Colorado laws pertaining to a home-based education. For a copy of the Colorado Homeschool Laws, go to http://www.cde.state.co.us/choice/homeschool law.

2019-2020 Summit Academy South Calendar

Summit Offices Closed in July

1/2 Day: 4 Instructional Hours

Summit Day: 5.75 Instr. Hours

1st Quarter: 9 Weeks

2nd Quarter: 8 Weeks

3rd Quarter: 9 Weeks

4th Quarter: 8 Weeks

Key	
	Holiday/No School
	Teacher Workday/No School
	Quarter Ends
	P/T Conferences
	Testing/No School
	Summit School Day

January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

2	Winter Break
9	Summit Day
16	Summit Day
16	End of 2nd Quarter
23	Summit Day
30	Summit Day

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

21	Teacher Orientation
22	Launch! Student Orientation - 8am-12pm
29	Teacher Work Day

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February

6	Summit Day
13	Summit Day
20	Summit Day
27	Summit Day

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

5	Summit Day
12	Summit Day
19	Summit Day
26	Summit Day

March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

5	Summit Day
12	Summit Day
17	IOWA Testing
18	IOWA Testing
19	3rd Quarter Ends
19	1/2 Day & P/T Conferences
26	Spring Break

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

3	Summit Day
10	Summit Day
17	Summit Day
24	End of 1st Quarter
24	Full Day & P/T Conferences
31	Summit Day

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

2	Summit Day
9	Summit Day
16	Summit Day
23	Summit Day
30	Summit Day

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November	
7	Summit Day
14	Summit Day
21	Summit Day
28	Thanksgiving Break

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
7	Summit Day
14	Summit Day
18	Field Day
21	Last Day of School

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December	
5	Summit Day
12	All-School Field Trip
19	Snow Day Make-Up
26	Winter Break

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

General Information

FAQ

1. What is Summit Academy?

   The Summit Academy Program is part of Jeffco Schools, is sponsored by Jefferson Academy Secondary School, and is open to students in grades K-12. Summit has a full time program for students in grades 9-12 and a part time homeschool program for students in grades K-12. Summit values the Colorado initiative for parent choice in education and it's our desire to provide opportunities to meet the educational needs of our students. The best thing about The Summit Academy is the amazing teachers and wonderful students who attend.

2. What do I need to do to enroll in Summit Academy?

   Enrollment is based upon space available. Parents need to return the ChoiceEnrollment forms, attend a New Family Meeting and complete enrollment documents. Enrollment information is available on the Summit South website at:
   https://www.thesummitacademysouth.org/choice-enrollment-forms

3. What if we enroll and then later in the year decide that Summit Academy is not a good fit for our family?

   You simply notify our office, fill out a withdrawal form, and return your textbooks.

4. Health Plans

   Each year we need to collect a health plan for students with medical issues such as diabetes, allergies, asthma, and seizures. The health plans must be turned in no later than Orientation Day.

   If you listed a medical issue, like an allergy, diabetes, or any other medical issue on your child's paperwork you will need to contact your doctor and ask for a "health plan".

   A health plan tells the school exactly what need to be done to care for your child's medical need. Doctors will know what that is, since it is required of any student in school. Some doctors have their own forms, and others request a form from us. Forms are available at www.thesummitacademy.org.

5. When and where does Summit Academy South meet?

   Summit Academy South offers classes on Thursdays. The school day goes from 8:30 AM to 3:15 PM. Summit meets at 12344 W Alameda Pkwy. Lakewood, CO 80228 and follows a typical school calendar, beginning in September and ending in May, with breaks at Christmas and in the spring.

6. Do I still need to submit a letter of intent to my schooldistrict?

   Yes, each year parents of **homeschooled students** enrolled in Summit are required to submit, to a private school or public school district, an notice of intent to homeschool, or they may submit their notice of intent to the Summit office. Summit provides a sample notice on the website. Parents of **full time** Summit high school students should not submit a notice of intent, since their students are no longer homeschooled.

7. What are the expectations for students?

   Part time students who enroll in Summit Academy attend six hours of classes, one day per week. Most parents choosing Summit Academy still consider home schooling as their primary means of educating their children.

   In order for Summit Academy to receive funding, each registered student must enroll in a minimum of 90 hours per semester at Summit Academy, for a minimum of 180 hours per school year. These are regularly scheduled hours for classes held at Summit Academy School sites.

   Full time students attend classes at the local community college and Summit in order to meet Jeffco graduation requirements

8. Does my child have to attend classes all day?

   Yes. All part time students in grades K-8 must be enrolled for the full day in order to participate in Summit Academy. Our funding comes from the state, and they have attendance requirements for all students. Most high school students also must attend a full day; certain exceptions occur among high school students taking college courses through The Summit Academy. Please contact the Summit office for more information.

9. What are some of the benefits for my family?

Summit Academy has several benefits to home schooling families. Here are just a few:

- Quality Instruction
  All teachers are certified and are hired based on their ability to provide meaningful lessons to our students. Lessons are required to be interactive and hands-on. Summit adds rigor to its content-rich classes through the use of meaningful technology and project-based learning.

- Positive Social Interaction
  Many home school families have developed a high standard of cooperation and respect in their children. This is evident in our program because discipline problems are rare. This atmosphere of support gives children a wonderful opportunity to learn group skills as they interact with one another.

- Professional Support
  Some parents may seek the advice of our teachers and other support staff for help with certain issues. Summit Academy has a high school counselor who is able to help with high school and college planning. A school nurse is available to students for health concerns and oversees the training of office staff in order to meet the health needs of our students. Summit Academy also provides standardized testing in the spring for children in grades 3 and up. Parents have the opportunity to use these services.

- Student Accountability
  Many of our parents have found that participating in the Summit Academy program, with our emphasis on attendance, due dates, tests, and assignments, provides their children with important skills that will be helpful in college and even post-graduate studies.

- Curriculum Materials
  For Summit families, a wide variety of curriculum is available for home use at no cost. However, if workbooks are used, parents are responsible for the cost. Children in grades K-1 are provided two consumables at no charge. For more information, please visit http://www.thesummitacademy.org/#!textbooks/u4zlv

- Fun
  Many of our students would say that Summit Academy is their favorite day of the week. We provide many positive experiences like yearbooks, pizza lunches, pajama day, field trips, and more.

10. What are the costs to my family?

    Summit Academy is a wonderful program, but each family may want to consider the following to make sure it will meet the needs of their family:

    - Activity Fee
      $25.00 per child per year. This fee covers our Christmas party, the spring family picnic, a yearbook, prizes and other activities throughout the year. This fee is due when you register.

    - One day of instruction
      It is important to remember that you will give up one day of your home instruction. Consider what you need to support your home school program and how Summit can provide that. If you choose many academic classes, you will need to make sure you provide time for these at home. For example, if you choose to enroll your student in chemistry at Summit Academy, you should plan on this being your science for the year and refrain from offering a second program at home. If you want to provide your core subjects at home, you should choose electives at Summit that complement your home program.

    - Monitoring of Assignments
      Parents should plan on some time each week to make sure that students complete assignments for classes requiring homework. There may also be some classes that ask you to monitor your child's progress by grading some of their work at home. (This applies mainly to high school academic subjects.)

    - Consumable Textbooks
      Textbooks are available to families as mentioned above. Parents pay for consumables or workbooks used. Children in grade K-1 receive 2 consumables free.

11. Many home schoolers are faith based. How does Summit Academy maintain a public-school program for many faith-based families?

    Summit Academy is a public-school program and therefore does not promote any particular religion, but it is not anti-religion. We try to be sensitive to the variety of values of our families. There are some topics, such as evolution and sexual reproduction, which many parents prefer to cover at home. These topics are not covered in the Summit Academy curriculum.

12. The Summit Academy South meets in a church is this because it is affiliated with the church or the beliefs of the church?

    Summit Academy South does meet in a church building but we maintain that we are separate from the church and therefore have no affiliation with the church or it's beliefs. We are tenants of the church for 4-5 days a month for 10 months out of the year. Churches typically have the space that is needed to operate a school and they have the availability during the week when schools typically operate which make them a reasonable option for the location of a part-time public-school program.

13. Can we still be a part of Summit Academy if we travel a lot?

    Yes, you can. We respect your home school freedom to schedule your year as you see fit for your family; however, students in academic classes must complete all assignments. Please let us know when you are going to be absent and make sure to make arrangements with teachers for any classes you are going to miss, so your student doesn't get behind.

    Report absences to absence@thesummitacademy.org.

14. How often do I need to be at Summit Academy?

    Each family at Summit is required to volunteer during the school year. There are a variety of opportunities. Families request their three top choices and then are placed into a volunteer position. Why do we need volunteers? In a word...safety. We want your children to be in the safest possible situations, and that can't happen without additional adults on site. Your volunteer hours will mostly be spent monitoring the hall and restrooms, supervising lunch and recess, and helping out in classrooms when needed.

15. What are my volunteer requirements?

    Summit Academy depends on the help of all its parents. At class registration, each parent should select their top three choices from a list of volunteer opportunities. Choices include working three days per year, working six lunches per year, coordinating the Christmas party, helping with performances, monitoring morning arrivals and afternoon dismissals, set-up and clean up help, etc. We will do our best to place you in an opportunity that is a good fit for you.

    Volunteer Positions:

    - Lunch volunteer:
      This position is appropriate for younger children to attend. You can do six lunches throughout the year from 11:15 AM – 12:30 PM, and you can give date preferences.

    - Morning and Afternoon Monitors:
      Each of these positions lasts one full semester. Morning monitors arrive by 8:10 and are done at 8:30; afternoon monitors arrive at 3:05 and are done at 3:30 PM. Monitors help supervise doors and the parking lot and ensure smooth traffic flow during drop-off and pickup times.

    - End-of-the-year Picnic Coordinator:
      Meet with Stephanie prior to event, coordinate and attend event.

    - Christmas Party Coordinator:
      Meet with Stephanie prior to event, coordinate and attend event.

    - Drama Helpers:
      Be available during the year to helping classes get ready for performances. May include gathering props, sewing costumes, sound tech, and backstage help. About 25 hours/year.

    - Yearbook Team:
      Work with a small group to design and develop yearbook. Meet with Stephanie early in the year to plan.

    - Pizza Coordinator:
      Pizza coordinators provide daily help tallying pizza orders and payments for one full semester. Coordinators arrive at 8:30 and should be done by 9:15 am.

    - Clean-up:
      Weekly for one semester from 3:00 – 3:30 PM.

Alternatives:

- You can pay someone $22 per lunch to cover a certain number of lunches for you. The $22 must be paid in the form of cash by October 1.

- You can pay $140 in cash by October 1 to have someone else take your volunteer responsibilities.

Class Information

1. Does my child receive grades?

   You, as a home schooling parent, are your child's primary teacher. According to Colorado law, you keep records for your children. You will receive pass/fail progress reports for elementary children. High school students in grades 7-12 receive grades; middle school and high school transcripts are available upon request.

2. What is the rating system that I see in course offerings and class descriptions?

   Summit Academy classes are intended to supplement the parent's home lessons. Classes are designed to be engaging and interactive, building teamwork and helping children to develop group and academic skills. This class rating system was developed to help parents choose classes to complement their home school program.

   The rating gives you, as the parent, an idea of how much outside work will need to be completed to meet the requirements of the class. The rating system is not an exact measure, but a guideline. Parents should also factor in the student's age and ability.

   Classes are rated from 1 to 5. The number corresponds to the number of days a student is expected to complete work in this class. For example, a "1" is a no homework class. Students work 1 day per week while at Summit Academy. A "5" is a class that requires a day at Summit Academy and 4 more class periods at home.

   A class period at home is generally figured as follows:

   - 1st – 3rd grade – approximately 20 minutes
   - 4th – 6th grade - approximately 30-40 minutes
   - 7th grade and up – approximately 1 hour.

   Again, parents should consider the abilities of their student. The time required for homework may vary greatly between students of the same age. Course descriptions may have more information regarding the outside requirements of a class.

Class ratings:

- 1 = No homework
- 2 = 1 day at Summit Academy and 1 class period at home
- 3= 1 day at Summit Academy and 2 class periods at home
- 4 = 1 day at Summit Academy and 3 class periods at home
- 5 = Full curriculum class. Parents will want to set aside time each day to meet the requirements of this class.

3. Who teaches the classes?

   All of our teachers are certified licensed teachers in the state of Colorado and are highly qualified in their subject area under the federal No Child Left Behind guidelines. Best of all, they love teaching and love kids. We specifically look for teachers that are passionate, creative, and enthusiastic about teaching their subject area.

4. Schedule Changes

   Parents are able to make schedule changes for their children until the third week of class depending on class availability. No changes can be made during the state attendance audit. After the audit schedule changes may be made, with the following provisions:

   - Space must be available in the requested class.
   - Director approval is needed; only special circumstances will be considered.
   - Parents should be aware that students in grades 9-12 receive a WP (withdrawal passing) or WF (withdrawal failing) on their permanent transcript for the class that is being dropped.
   - Schedule changes can be requested by submitting a new class registration form on the Summit website.

Field Trip Information

1. Cost of Field Trips

   Some field trips have a cost. Read more about the payment policy and the refund policy.

   Refund Policy:
   For most trips where Summit staff is buying tickets or making arrangements for classes, tours, etc., everyone on the database is expected to pay for tickets. Changes may be made up to the sign up deadline. If you sign up to go and afterward are unable to attend, you may find someone to take your place, but you will not be refunded for the event once the event has been paid for.

   Payment:
   Once signing up on the sign-up genius, drop off a check at Summit Academy South. Make checks out to JASH (Jefferson Academy Senior High). Please write the name of the trip in the memo.

2. Signing Up For a Field Trip

   Sign up for field trips on the sign-up genius and make payment at the front desk by the deadline. Payments not received before the deadline may result in loss of privilege to attend the field trip.

Fundraisers

The Summit Academy has ongoing fundraisers that help upgrade student activities, including the Christmas party, student yearbooks, the spring dance, end of the year picnic, and other activities throughout the year.

- Grocery Cards: Pay $5 at the Summit office for a grocery card with $5 credit on it. Load money onto the card at a King Soopers checkout stand or customer service. Pay with the grocery card and 5% goes to The Summit Academy.
- Box Tops: Drop off your box tops from specially-marked packages at the front desk.
- Longmont Dairy Lids: Drop off the clean lids from your Longmont Dairy bottles in the box near the front office.
- Use the vendors who advertise on our school app and newsletter.

Summit Academy Policies

General

1. Drop Off and Pick Up Procedures

   - The safety of our students is very important. Summit works with local law enforcement and district safety personnel to develop procedures that keep our children safe with minimal inconvenience. Please adhere to our policies for the safety of your children.
   - Only park in designated parking spots. Don't make more spaces in front of the marked spaces.
   - Absolutely no parking along the curb or cones.
   - If you are dropping off or picking up your child you may pull up to the curb and let them out; do NOT leave your car. If you need to go into the building, please park in a parking space.
   - Students may not enter the building before 8:20 in the morning unless the weather prohibits waiting outside.
   - Parents may not enter the school area for pick up at the end of the day until 3:15. Parents can wait in the1st lobby area but entering 2nd lobby is a disruption as there are classes going on in the 2nd lobby area.

2. Absenteeism and Illnesses

   Please report all absences to the attendance secretary by phone (303-438-6985), by email at absence@thesummitacademy.org, or through the Summit app. In your message, please leave your child's name and the reason for the absence. Reasons may be brief: illness, family business, out of town, etc.

   Children should remain at home if any of these symptoms have been present in the previous 24 hours:
   - Fever over 100 degrees
   - Cough or sore throat
   - Vomiting
   - Exposed rashes with unknown causes

   Please keep emergency contact information up to date so we may contact you when needed.

3. Cell Phone and Electronic Device Use

   The Summit Cell Phone Policy is in place to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, and to promote face to face time with student peers. Therefore, the use of cell phones by students is prohibited. If a student has a cell phone at school, it must be kept put away. All cell phones brought out during Summit classes or lunch will be confiscated. Students, with their parents, may pick them up at the end of the day. The same will apply with electronic devices. If a student needs to make contact with an adult, they may ask permission to use their phone. Electronic devices may be used for class activities per teacher discretion.

4. Visitors

   Parents are welcome to visit Summit classes, however, we have several restrictions in place to ensure the safety of all students. We also ask that parents have a purpose for being here.

   - Only the front doors are unlocked, and only during loading and unloading. Once class starts everyone must enter and exit through the front doors which will be locked.

   - All doors are monitored by staff. Please do not let anyone in the building. Let the staff oversee the entrance of others.

   - All visitors must check in at the main office, state their reason for being here and wear a visitor badge throughout their stay. Please return the visitor badge upon leaving. If you need to drop off an item to a student, please leave it at the main desk and we will promptly get the item to the student.

   - If you need to pick up your child early, please come to the main desk and we will go to the class to get the child. Teachers have been instructed not to let any child leave unless an office person summons them. Children will not be released during the school day to anyone else including the parent.

   - The restrooms in the rear of the building are available to visitors. NO ADULT WITHOUT A BACKGROUND CHECK IS ALLOWED TO USE THE STUDENT RESTROOMS UPSTAIRS.

- Parents should not enter the building before 3:15 PM when picking up their children, except through the front doors and only on occasional basis.

5. Guests

Students are not allowed to bring guests to Summit Academy. There are several reasons. Many of our classes are full, and the teachers prepare for students on their roster. Also, we usually have no contact, health, or emergency information for the visiting child.

Guests at Extracurricular Events:
Summit social events are intended to promote a sense of community for Summit students. Therefore, only Summit students are allowed to attend. The only exception is the Spring Dance, when each Summit student may bring one guest.

Dress Code

One of the goals of education is to prepare children for a future "job environment." While occupational dress may vary, most occupations have certain standards for dress. Young people need to learn to adhere to those requirements. The Summit Academy dress code is designed to help students follow a standard that promotes a positive classroom experience. Children are welcome to dress casually but modestly in order to promote a "work ready" environment in the classroom. Please discuss these policies with your children and monitor them as they leave home each week.

- Shirts may be sleeveless, but no tanks or thin straps, unless covered by a sweater orjacket. Any straps must be at least the width of the student's hand.
- Shorts and skirts must be fingertip length, even with tights or leggings underneath. They should not have to be adjusted to meet this standard.
- No undergarments may show.
- No exposed midriffs.
- Holes in garments and see-through fabric must not expose skin that would not be covered using above bullet poins.
- No hats, bandanas, or head coverings may be worn when in the building.
- No garment may contain wording using profanity or vulgar language.
- The director may use discretion on other items worn by students.

Three of the students below are in compliance with dress code and three are not. Can you figure out which ones are in compliance?

Weather

Summit Academy School will only be cancelled on days with extreme weather conditions. To view school closings, parents should tune in to their local television or radio station that posts those listings, or visit the Jeffco Schools website at http://www.jeffcopublicschools.org. To view 9News.com's Weather School and Business Closures, visit: http://www.9news.com/closings

Summit Academy is physically located in the Jeffco Schools school district area, and will follow the closings of that district. If Jeffco Schools is closed, we are closed. If open, then we are open. Even though Summit Academy is located in that area, we realize that our families come from many areas, and parents should use their discretion as to their local driving conditions.

Communication

- Someone will be available to answer the Summit Academy line at 720-544-3667 but the best way to communicate with Summit South staff is via email. Voice mail messages and email messages may be left and will be returned during school hours. Absences may be reported via the website, email or text message.

- Students are not allowed to receive or return phone calls on personal phones. If a student needs to contact a parent, they may do so at the Summit Academy office between classes, or during class only in the case of an emergency.

- Phone calls received during the week on non-Summit Academy days may not be answered. Email is the best way to communicate with staff.

- For communication during the week, leave a message on the Summit phone or email ataussig@jeffcoschools.us or abarbour@jeffcoschools.us Your email will be answered on the next day.

- Please make use of the Summit Academy South website at http://www.thesummitacademysouth.org/ Calendars, field trip information, etc. will be posted there.

- The Summit Newsletter is updated regularly and emails are sent to notify you of updates. If you do not receive emails, you can go to https:/www.thesummitacademysouth.org/ to read the most recent info. Emergency info, like school closures, will be posted on the main page.

- Schoology information:
  1. To log ln to Schoology: Go to www.jeffco.schoology.com
  2. Your student username is their student ID#. You can find this on their class schedule.
  3. The password is their 8 digit birthday. For example, an April 16, 2003 birthday is 04162003.
  4. You can also log into a parent account using your Jeffco Connect username and password.
  5. Jeffco passwords for students and parents can be reset by the Summit office.

For more information on Schoology, please visit the Summit website at:
https://www.thesummitacademysouth.org/schoology

- Summit Academy Phone Numbers and Emails:
  - Phone (303)229-2161
  - Email: ataussig@jeffcoschools.us or abarbour@jeffcoschools.us

Allergy Awareness

We ask that students and families be mindful of other students and the allergies they live with on a daily basis. Peanuts, tree nuts, eggs, and milk are often packaged in ways that may or may not be immediately obvious. We need your help to keep the school setting as safe as possible.

1. If you plan to bring in food for a Summit event (dance, picnic, etc.) please you bring in things that are NOT homemade but rather packaged and that do not include any peanuts, tree nuts, or eggs. You are also strongly encouraged to contact the Summit nurse regarding food you plan to bring. Teachers may also be able to inform parents which foods cannot be brought into their classrooms. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures. PARENTS MAY NOT BRING IN FOOD TO CELEBRATE STUDENT BIRTHDAYS. Please consider non-food items to celebrate (pencils, stickers, etc.).

2. Peanut-free and tree nut free tables are available in the eating areas. Students with allergies are not required to sit at these tables. Any student whose lunch does NOT contain peanuts, tree nuts, or any component of these foods is also welcome and encouraged to sit at these tables.

3. Tables will be sanitized before and after meals by staff to help reduce accidental contamination. All students will be asked to use hand sanitizer before eating snacks and lunch to help assist with cutting down on this type of exposure to an allergen.

4. Students of all ages may not share food of any kind.

5. Teachers are required to check rosters and use proper cleaning techniques before preparing food in class. No nuts will be used in classroom food preparation.

Since anaphylaxis (life threatening reaction involving the entire body) can be triggered by tiny amounts of an allergen, children with food allergy must be encouraged to follow these guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Wash hands before and after eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table.

Hidden Allergens:

- Eggs: egg substitutes, mayonnaise, baked goods, noodles
- Milk: cheese, bread/buns, soup, hot dogs, canned tuna, deli meat
- Peanut/Tree Nuts (almonds, walnuts, pecan, and many others): candy, chocolate, ice cream, baked goods, salads, salad dressings, barbecue sauce, cereal/granola bars

We need your help! We appreciate your cooperation and support. We look forward to having a wonderful, successful, and healthy school year. Please contact me with any questions or concerns.

Stephanie Kelsey
Summit Academy Nurse: nurse@thesummitacademy.org

Peanut and Tree Nut Free Snack Suggestion List

When choosing a peanut free snack for your child's class, it is important to **ALWAYS** check the label on the package to make sure it is **free of peanuts and nuts** of all kinds. This list is only to serve as a resource. It is in no way complete and is subject to manufacturer recalls and mislabeling. Manufacturers may have changed their equipment or product line and method since you last purchased an item from this sheet.

READING LABELS: Some manufacturers clearly state if a product has peanut or nuts in it while others, it is almost hidden. PLEASE READ THE LABELS, each time you purchase. Do not purchase items with the allergy and ingredient alert such as:

"May Contain Peanut or Tree Nuts"

"Processed on shared equipment with Peanuts or Tree Nuts"

"Manufactured in a plant with Peanut or Tree Nuts"

"Contains Peanut or Tree Nut Ingredients"

Thanks you for taking the time to read the labels and discussing the topic of "safe snacks" with your child! Your diligence is keeping an allergic child safe at school.

FRUIT OR VEGGIES

Fresh Fruit (no strawberries due to allergies)
Fresh Veggies
Raisins (plain, not yogurt or chocolate covered)
Applesauce cups
Mandarin orange cups
Pear or Peaches cups
Fruit Snacks (Betty Crocker Brand, Target , Annies Organic or Meijer Brand only) **NOT KELLOGG**

DAIRY SNACKS

Danimals, Go-gurts, Trix yogurt
String Cheese (Sargento or Meijer Brand)
Kraft Cubes or sliced cheese
Sargento Mootown Snacks (Cheese and Pretzels, Cheese and Crackers, Cheese and Sticks)

CEREAL/BARS

KELLOGG:

Nutra-Grain Bars (apple, cherry, raspberry, blueberry)
Pop Tart
Apple Jacks
Rice Crispy Treats (pre packaged)
Corn Flakes
Corn Pops
Alpha Bits
Frosted Flakes

GENERAL MILLS:

Cinnamon Toast Crunch
Cheerios (regular, Fruity, Apple Cinnamon, frosted only)
Kix (plain)
Lucky Charms
Trix
Cocoa Puffs
Cookie Crisp

QUAKER OATS:

Life Cereal

CRACKERS

AUSTIN:

Zoo Animal Crackers

NABISCO:

Cheese Nips
Teddy Grahams (Cinnamon, Chocolate Chip, Honey, Chocolate)
Nilla Wafers
Barnum Animal Cracker
Honey Maid Graham Cracker –Chocolate, Cinnamon, Honey
Triscuts (plain)
Wheat Thins
Premium Saltines (original)

Better Cheddars
Ritz Crackers (not Ritz Bits)
Ritz Chips (original, cheddar)

MEIJER BRANDS:

Starfish and Pals
Honey and Cinnamon Grahams
Wheat Crackers

SUNSHINE:

Cheeze-its
Big Cheeze-It

KEEBLER:

Vanilla Wafers (golden, mini)
Elf Grahams (honey, cinnamon)
Scooby Doo Graham Crackers
Wheatables (original, honey wheat)
Club Crackers
5 pack cheese and pretzel dip
Town House Classic Crackers
Toasted (Wheat, Butter crisp)
Wheat Thins

PEPPERIDGE FARM:

Goldfish Crackers (original, colors, cheddar, pretzel, giant, flavor blasted)

KRAFT:

Handi Snacks (breadsticks and cheese, Mister Salty and cheese, Oreo cookie sticks and cream, Ritz cracker and cheese)

ANNIES ORGANIC:

Organic Bunny Cheddar Crackers
Organic Traditional Snack Mix Bunnies
Organic Whole Wheat Bunny Crackers
Organic Sour Cream and Onion Bunnies
Organic Bunny Grahams

POPCORN

Pop Secret
Act 11
Jolly Time
Orville Redenbacher

PUDDING/JELLOS

Jell-O Gelatin and Pudding Cups
Hunts Pudding
Kraft Handi-Snacks Pudding Cups

DIPS

Kraft Ranch
T 'Marzetti's Buttermilk Ranch
T 'Marzetti's Veggie Ranch Dip
Hidden Valley Ranch
T 'Marzetti's Carmel Fruit Dip
T 'Marzetti's Chocolate Fruit Dip

CHIPS

ROLD GOLD:

Pretzels (rods, braided twists, tiny twist, cheddar)

FRITO LAY:

Doritos (any flavor)
Cheetos
LAYS Ruffles
Tostitos
Sun Chips (Original, Sour Cream, Cheddar, Flavored)
Fritos
LAYS BBQ, Plain

COOKIES

Nabisco Oreo (blue pack only)
Nabisco Oreo Golden (yellow package)
Rice Crispy Treats (pre packaged)
Enjoy Life (all flavors) **known for their allergen free cookies!
For Will Cookies (allergen free) local cookie designer http://www.forwillfoods.com/
Loora Doones
Keebler Vanilla or Rainbow wafer

COLD TREAT

Philly Swirl Brand (at Meijer): Popsicles, ice cups, swirled popsicles
Icee-Squeeze up tubes
Flavor Ice tubes
Minute Maid Frozen Lemonade

CANDY/SWEETS

Skittles (by Mars, Inc.)
Starburst (by Mars, Inc.)
Tootsie Rolls
Tootsie Pops
Smarties (by CE DE Candy)
Mike and Ike (by Just Born)
Twizzlers (by Hershey)
Laffy Taffy (by Nestle)
Life Saver Gummies (by Kraft)
Dum Dum sucker
Air Heads
Hershey Kisses (milk chocolate only)
DOVE Silky Smooth Promises (milk chocolate kind only)
Junior Mints
Yummy Earth Organic Lollipops
Kraft Marshmallow
Pillsbury Frosting (vanilla) blue container

FYI: Food is the only thing that is FDA regulated and required to put allergens on their label. Things such as potting soils do not. **MIRACLE GROW potting soil **contains nuts** and needs to be avoided when doing planting projects in the classroom. This is not bolded on the label like a food label.

Book Fairs and Curriculum

Summit Academy Textbook Information

View available curriculum at: https://www.thesummitacademysouth.org/textbooks

For more information on textbooks, contact: textbooks@thesummitacademy.org

Book Fairs

We strongly encourage you to attend one of these fairs to view your curriculum selections for next year. There will be limited ability to view these textbooks until the fall; you risk your order not being placed.

Watch your email for updated school year textbook information, curriculum description, price list, book fair guidelines etc.

For students new to Summit Academy:

- Parents are welcome to attend the Book Fairs, where we will take your completed book order and check to pay for any consumables purchased on the Book Fair day and hold it until registration paperwork (including copy of birth certificate and immunization record) is completed and received by the main Summit Academy office. Remember that all sales are final, so no refunds will be available.

- Parents, please realize that viewing the books can be time consuming and difficult with children present. Your children are welcome but need to remain with you at all times and have quiet activities to keep them occupied while others are reviewing the books.

- You do not have to attend a book fair to order curriculum. Non-consumable curriculum is borrowed for the year; however, payment for consumables is due when ordering. K and 1st grade students receive two consumables for free.

- Please note that only cash and checks (made out to J.A.S.H.) are accepted for Book Fair purchases.

Curriculum

Do I have to use your curriculum?

Yes and no. If you select a class that has a required text, you must use that text for that class. Otherwise you are free to select any curriculum you would like to use at home. Our curriculum is offered to you as a service to you and you are in no way obligated to use it.

Curriculum Costs

How much does the curriculum cost?

Most curriculum is checked out at no cost for the year. Consumables (the part of the curriculum you write in) must be purchased and cannot be returned once ordered. Books are ordered each May for the upcoming year. Students in grades K-1 get two consumables free.

Consumables

Consumables are the items you pay for and are not simply borrowing from Summit Academy. Typically, consumables are items your student writes in. Consumables are noted on the pink copy of your book order form.

A dollar amount next to an item on the order form designates something you pay for. Consult the curriculum description for help with this as well. If an item has a barcode on it, it is a non-consumable. Non-consumables must be returned to Summit Academy when you are finished using it, or must be returned immediately should your student withdraw from the school.

For kindergarten and first grade students who received free consumables:

If your student withdraws before the October count, then those free consumables must be returned unused, or you will need to pay for them. The reason is that if your student withdraws before October count, we cannot receive funding for the consumables you were given.

Returning Unneeded Curriculum Items

You may return curriculum at any time during the school year. Return items to the front desk during the year. There will also be curriculum return days at the end of the school year. If you want to keep items out over the summer, you may do so. HOWEVER, they must be brought in and re-checked out, which can be completed at the same visit. Textbook records must be cleared at the end of each school year.

Forms

Assignment Sheet

Week Of _____

Student _____

Period	Teacher	What To Do
1		
2		
3		
4		
5		
6		

Health Form: Illness Policy — How Sick is Too Sick?

Children's Hospital Colorado

ILLNESS POLICY - HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME FROM SCHOOL OR CHILD CARE

There are three main reasons to keep sick children at home:

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

And remember, the best way to prevent the spread of infection is through good hand washing.

Children with the following symptoms or illness should be kept home (excluded) from school:

SYMPTOMS	Child Must Be at Home?
DIARRHEA frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	**Yes** - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
FEVER with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.	**Yes, when** the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
"FLU-LIKE" SYMPTOMS Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	**Yes** - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever
COUGHING Note: Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	**Yes** - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS stuffy nose with clear drainage, sneezing, mild cough	**No** - may attend if able to take part in school activities *Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.*
RASH WITH FEVER Note: Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	**Yes** – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
VOMITING Throwing up two or more times in the past 24 hrs	**Yes** - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration

1

13123 E. 16th Avenue B 215, Aurora, Colorado 80045 • 303-281-2790

The School Health Program of Children's Hospital Colorado provides school and child care health consultation and services in a variety of settings in Colorado. This document has been reviewed and approved by designated staff of Children's Colorado. It is intended to supplement, not replace, medical information provided by the healthcare provider

ILLNESS POLICY - HOW SICK IS TOO SICK?
WHEN TO KEEP YOUR CHILD AT HOME

ILLNESS	Child Must Be at Home?
CHICKEN POX	**Yes** - until blisters have dried and crusted (usually 6 days)
CONJUNCTIVITIS (PINK EYE) pink color of eye *and* thick yellow/green discharge	**No (bacterial or viral)** – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
CROUP (SEE COUGHING) Note: May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
FIFTH'S DISEASE	**No** - child is no longer contagious once rash appears
HAND FOOT AND MOUTH DISEASE (Coxsackie virus)	**No** - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
HEAD LICE OR SCABIES	**Yes** - from end of the school day until after first treatment.
HEPATITIS A	**Yes** - until 1 week after the start of the illness and when able to take part in usual activities
HERPES	**No, unless** - the child has open sores that cannot be covered or is drooling uncontrollably
IMPETIGO	**Yes** - for 24 hours after starting antibiotics
RINGWORM	**Yes** - from end of school until after starting treatment Keep area covered for the first 2 days
ROSEOLA	**Yes** – if the child has a fever and rash, call the doctor
RSV (Respiratory Syncytial Virus)	Staying home isn't necessary, but is recommended when a child in not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
STREP THROAT	**Yes** - for 24 hours after starting antibiotics and the child is able to take part in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	**Yes** – the doctor says the child is no longer contagious
YEAST INFECTIONS including thrush or Candida diaper rash	**No** - follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3rd Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.

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Health Form: Allergy Care

Allergy and Anaphylaxis Action Plan and Medication Orders

Place child's photo here

Student's Name: _____ D.O.B. _____ Grade: _____
School: _____ Teacher: _____
ALLERGY TO: _____
_____
History: _____
_____
Asthma: ☐YES (Higher risk for severe reaction) ☐NO

To be completed by healthcare provider

◊ STEP 1: TREATMENT

Any SEVERE SYMPTOMS after suspected or known ingestion:

One or more of the following:
- LUNG: Short of breath, wheeze, repetitive cough
- HEART: Pale, blue, faint, weak pulse, dizzy, confused
- THROAT: Tight, hoarse, trouble breathing/swallowing
- MOUTH: Obstructive swelling (tongue and/or lips)
- SKIN: Many hives over body

Or **combination** of symptoms from different body areas:
- SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)
- GUT: Vomiting, crampy pain

→
1. **INJECT EPINEPHRINE IMMEDIATELY**
2. Call 911
3. Begin monitoring (see box below)
4. Give additional medications:*
   - Antihistamine
   - Inhaler (quick relief) if asthma

*Antihistamine & quick relief inhalers are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE

MILD SYMPTOMS ONLY:

- MOUTH: Itchy mouth
- SKIN: A few hives around mouth/face, mild itch
- GUT: Mild nausea/discomfort

→
1. **GIVE ANTIHISTAMINE**
2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring

DOSAGE

Epinephrine: inject intramuscularly using autoinjector (check one): ☐ **0.3 mg** ☐ **0.15 mg**
☐ Administer 2nd dose if symptoms do not improve in _____ minutes
Antihistamine: (brand and dose)_____
If Asthmatic: (brand and dose)_____

Student has been instructed and is capable of carrying and self-administering own medication. ☐Yes ☐No

Provider (print) _____ Phone Number: _____

Provider's Signature: _____ Date: _____

If this condition warrants meal accommodations from food service, please complete the medical statement for dietary disability

◊ STEP 2: EMERGENCY CALLS ◊

1. If epinephrine given, **call 911**. State that an allergic reaction has been treated and additional epinephrine, oxygen, or other medications may be needed.
2. Parent: _____ Phone Number: _____
3. Emergency contacts: Name/Relationship Phone Number(s)
   a. _____ 1) _____ 2) _____
   b. _____ 1) _____ 2) _____

EVEN IF PARENT/GUARDIAN CANNOT BE REACHED; DO NOT HESITATE TO ADMINISTER EMERGENCY MEDICATIONS

I give permission for school personnel to share this information, follow this plan, administer medication and care for my child and, if necessary, contact our health care provider. I assume full responsibility for providing the school with prescribed medication and delivery/monitoring devices. I approve this Severe Allergy Care Plan for my child.

Parent/Guardian's Signature: _____ Date: _____

School Nurse: _____ Date: _____

Health Form: Asthma Care

Photo of child

COLORADO SCHOOL ASTHMA CARE PLAN

Name:	Birth date:
Teacher:	Grade:
Parent/Guardian:	Cell Phone:
Home Phone:	Work Phone:
Other Contact:	Phone:
Preferred Hospital/Provider:	

Triggers: ☐ Weather (cold air, wind) ☐ Illness ☐ Exercise ☐ Smoke ☐ Dog/Cat ☐ Dust ☐ Mold ☐ Pollen
Other:_____

GREEN ZONE: PRETREATMENT STEPS FOR EXERCISE (Health provider please complete section)

☐ Give 2 puffs of quick relief med *(name)* _____ 15 minutes before activity (Circle indication: Phys Ed class, exercise/sports, recess) Explanation:_____
☐ Repeat in 4 hours if needed for additional or ongoing physical activity

YELLOW ZONE: SICK – UNCONTROLLED ASTHMA (Health provider complete dosing for quick relief med)

IF YOU SEE THIS:	DO THIS:
▪ Difficulty breathing ▪ Wheezing ▪ Frequent cough ▪ Complains of chest tightness ▪ Unable to tolerate regular activities but still talking in complete sentences ▪ Other:	▪ Stop physical activity ▪ Give quick relief med *(name)*:_____ ☐ 2 puffs ☐ Via spacer ☐ With mask ☐ other:_____ ▪ If no improvement in 10-15 minutes, repeat use of rescue med: ☐ 2 puffs ☐ Via spacer ☐ With mask ☐ other:_____ ▪ If student's symptoms do not improve or worsen, call 911 ▪ Stay with student and maintain sitting position ▪ Call parents/guardians and school nurse ▪ Student may resume normal activities once feeling better

▪ If there is **no rescue inhaler at school**:
➢ Call parents/guardians to pick up student and/or bring inhaler/ medications to school
➢ Inform them that if they cannot get to school, 911 may be called

RED ZONE: EMERGENCY SITUATION (Health provider complete dosing for quick relief med)

IF YOU SEE THIS:	DO THIS IMMEDIATELY:
▪ Coughs constantly ▪ Struggles or gasps for breath ▪ Trouble talking (can speak only 3-5 words) ▪ Skin of chest and/or neck pull in with breathing ▪ Lips or fingernails are gray or blue ▪ ↓ Level of consciousness	▪ Give quick relief med *(name)*:_____ ☐ 2 puffs ☐ Via spacer ☐ With mask ☐ other:_____ ▪ Repeat quick relief med if student not improving in 10-15 minutes ☐ 2 puffs ☐ Via spacer ☐ With mask ☐ other:_____ ☐ Refer to anaphylaxis plan if student has life threatening allergy. ▪ Call 911 Inform attendant the reason for the call is asthma ▪ Call parents/guardians and school nurse ▪ Encourage student to take slower deeper breaths ▪ Stay with student and remain calm ▪ *School personnel should not drive student to hospital*

INSTRUCTIONS for RESCUE INHALER USE: (HEALTH PROVIDER: PLEASE CHECK APPROPRIATE BOX(ES)
☐ Student understands the proper use of his/her asthma medications, and in my opinion, can carry and use his/her inhaler at school independently
☐ Student is to notify his/her designated school health officials after using inhaler.
☐ Student needs supervision or assistance to use his/her inhaler.
☐ Student has life threatening allergy, refer to anaphylaxis plan.

_____ _____ _____
HEALTH CARE PROVIDER SIGNATURE PLEASE PRINT PROVIDER'S NAME DATE

I give permission for school personnel to share this information, follow this plan, administer medication and care for my child and, if necessary, contact our physician. I assume full responsibility for providing the school with prescribed medication and delivery/monitoring devices. I approve this Asthma Care Plan for my child. If not self carry, the inhaler is located:_____. The epipen is located:_____

_____ _____
PARENT SIGNATURE DATE

_____ _____ ☐ 504 Plan or IEP
School Nurse Signature DATE

Copies of plan provided to: Teachers __ Phys Ed/Coach __ Principal___ Main Office __ Bus Driver __ Other _____

Department of Health Services 2012

Health Form: Medication Agreement

MEDICATION AGREEMENT

JEFFCO PUBLIC SCHOOLS
Building Bright Futures
Department of Health Services

Student Name:_____ Student Number:_____

School:_____ Grade/Teacher:_____

TO BE COMPLETED BY PARENT OR GUARDIAN

I hereby request and give my permission to the Jefferson County School District to administer medication to my child. I understand that it is my responsibility to provide the medication in the original pharmacy/or physician labeled container that has the correct medication dosage identified for my student. I also understand the school may not alter or change any medications from their original form (cut or half pills, etc.)

Any prescription changes will require an additional signed and completed Medication Agreement.

Name of Student:_____ Date of Birth:_____

Medicaid? No ☐ Yes ☐ Medicaid Number:_____

Parent/Guardian Name:_____ Home/Work Phone:_____

Name of Medication:_____ Dosage:_____ Time:_____

Start Date:_____ End Date:_____ Route:_____

I give my permission for the school staff to contact the prescribing physician regarding this medication.

_____ _____

Signature of Parent/Guardian Date

TO BE COMPLETED BY PHYSICIAN

Patient's Name:_____ Date of Birth:_____

Medication:_____ Purpose:_____

Dosage:_____ Time(s) to be given at school:_____

Start Date:_____ End Date:_____ Route:_____

Name of Physician:_____ Office Phone Number:_____ Fax_____

_____ _____

Signature of Physician Date

Only school employees who are trained and delegated by the District Registered Nurse Consultant may administer medication. The employee administering the medication must document the time they gave the medication in the appropriate box and then initial in the appropriate box.

Name of District Registered Nurse Consultant who trained and delegated:_____

Initials	Trained & Delgated Staff	Title	Date Delegated

Jeffco Department of Health Services/Medication
1/2012 HE924

Health Form: Seizure Plan

EPILEPSY FOUNDATION®
Not another moment lost to seizures

Seizure Action Plan

Effective Date

This student is being treated for a seizure disorder. The information below should assist you if a seizure occurs during school hours.

Student's Name | Date of Birth

Parent/Guardian | Phone | Cell

Other Emergency Contact | Phone | Cell

Treating Physician | Phone

Significant Medical History

Seizure Information

Seizure Type	Length	Frequency	Description

Seizure triggers or warning signs:

Student's response after a seizure:

Basic First Aid: Care & Comfort

Please describe basic first aid procedures:

Does student need to leave the classroom after a seizure? ❒ Yes ❒ No

If YES, describe process for returning student to classroom:

Basic Seizure First Aid

- Stay calm & track time
- Keep child safe
- Do not restrain
- Do not put anything in mouth
- Stay with child until fully conscious
- Record seizure in log

For tonic-clonic seizure:

- Protect head
- Keep airway open/watch breathing
- Turn child on side

Emergency Response

A "seizure emergency" for this student is defined as:

Seizure Emergency Protocol
(Check all that apply and clarify below)

- ❒ Contact school nurse at _____
- ❒ Call 911 for transport to _____
- ❒ Notify parent or emergency contact
- ❒ Administer emergency medications as indicated below
- ❒ Notify doctor
- ❒ Other _____

A seizure is generally considered an emergency when:

- Convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student is injured or has diabetes
- Student has a first-time seizure
- Student has breathing difficulties
- Student has a seizure in water

Treatment Protocol During School Hours (include daily and emergency medications)

Emerg. Med. ✓	Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions

Does student have a **Vagus Nerve Stimulator?** ❒ Yes ❒ No If YES, describe magnet use:

Special Considerations and Precautions (regarding school activities, sports, trips, etc.)

Describe any special considerations or precautions:

Physician Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Nurse Signature _____ **Date** _____

DPC772

Health Form: Permission to Carry Inhaler

CONTRACT FOR STUDENTS CARRYING INHALERS WITH THEM WHILE AT SCHOOL

STUDENT

☐ I plan to keep my rescue inhaler with me at school rather than in the school health office.

☐ I agree to use my rescue inhaler in a responsible manner, in accordance with my physician's orders.

☐ I will notify the school health office if I am having more difficulty than usual with my asthma.

☐ I will not allow any other person to use my inhaler.

Student's Signature _____ Date _____

PARENT/GUARDIAN

This contract is in effect for the current school year unless revoked by the physician or the student fails to meet the above safety contingencies.

☐ I agree to see that my child carries his/her medication as prescribed, that the device contains medication, and the date is current.

☐ It has been recommended to me that a back-up rescue inhaler be provided to the Health Office for emergencies.

☐ I will review the status of the student's asthma with the student on a regular basis as agreed in the treatment plan.

Parent's Signature _____ Date _____

SCHOOL NURSE

☐ The above student has demonstrated correct technique for inhaler use, an understanding of the physician order for time and dosages, and an understanding of the concept of pretreatment with an inhaler prior to exercise.

☐ School staff that have the need to know about the student's condition and the need to carry medication have been notified.

Registered Nurse's Signature _____ Date _____

Department of Health Services 2013

Health Form: Permission to Carry Epi-Pen

CONTRACT FOR STUDENTS CARRYING EPI-PENs WITH THEM WHILE AT SCHOOL

STUDENT

☐ I plan to keep my Epi-pen with me at school rather than in the school health office.

☐ I agree to use my Epi-pen in a responsible manner, in accordance with my physician's orders.

☐ I will notify the school health office immediately if my Epi-pen has been used.

☐ I will not allow any other person to use my Epi-pen.

Student's Signature _____ Date _____

PARENT/GUARDIAN

This contract is in effect for the current school year unless revoked by the physician or the student fails to meet the above safety contingencies.

☐ I agree to see that my child carries his/her medication as prescribed, that the device contains medication, and that the medication has not expired.

☐ It has been recommended to me that a back-up Epi-pen be provided to the Health Office for emergencies.

☐ I will review the status of the student's allergy with the student on a regular basis as agreed in the treatment plan.

Parent's Signature _____ Date _____

SCHOOL NURSE

☐ The above student has demonstrated correct technique for Epi-pen use, an understanding of the physician order for emergency use of the Epi-pen .

☐ School staff that have the need to know about the student's condition and the need to carry medication have been notified.

Registered Nurse's Signature _____ Date _____

Department of Health Services 2013

Health Form: Diabetes

Picture

Diabetes Individualized Health Care Plan

Effective Date: _____

_____504 Plan _____Special Education Plan
_____Type I Diabetes _____Type II Diabetes

STUDENT INFORMATION **Age at diagnosis:_____**

Student:	School Year:	School:	Grade
Date of birth:	Llives with: ___Both Parents ___Mother___Father ___Other_____		
Parent/Guardian:	Phone(s):	Email:	
Parent/Guardian:	Phone(s):	Email:	
Other contact (name):	Phone:		
Physician:	Phone:	FAX:	
Physician:	Phone:	FAX:	
School Nurse:	School Phone:	FAX:	

Blood Glucose Testing

___ Student is independent ___Student needs assistance with testing ___Student needs supervision

Times to test:
___ before lunch ___ before PE ___ before going home ___As needed ____ other_____

Call parent if blood glucose is below _____ mg/dl or above _____ mg/dl

Always test if showing signs/symptoms of low or high blood glucose

Insulin Delivery

Insulin needed during school hours? _____ Yes _____ No

Type of insulin:

Method of insulin delivery if needed at school: _____Syringe _____Insulin pen _____Insulin pump

Person to administer insulin: ___ student (independent) ___student (needs supervision) ___ parent ___ Staff (specify)_____ ___Other_____

Location of medication:*** _____ Office _____ With student

Blood Glucose Correction Dose (bolus):
_____unit(s) of insulin per _____mg/dl over _____ mg/dl

Blood Glucose Level (mg/dl)	Units of Insulin
Less than 100	
101 – 150	
151 – 200	
201 – 250	
251 – 300	
301 – 350	
351 – 400	
401 – 450	
451 – 500	

Meal bolus: Insulin-carbohydrate ratio_____unit(s) of insulin for every _____grams of carbohydrate (CHO)

CHO eaten (or to be eaten)	Units of Insulin

Parent may call School Nurse to make adjustments of insulin dose: _____Yes _____No

If using insulin pump, enter blood glucose level and carbohydrates eaten or to be eaten. The pump will calculate the prescribed amount of insulin.

Snack

Are snacks needed during school? _____ No _____ Yes (Provided by parent) – if yes what time?

Exercise and Sports

Is a snack needed before PE? _____No _____ Yes (Provided by parent)

Student should not exercise if blood glucose level is below _____ mg/dl or above _____ mg/dl.

Low Blood Glucose (Hypoglycemia)

Emergency situations may occur with low blood sugar!

Symptoms: shaky, feels low, feels hungry, confused, other:_____

- Student needs treatment when blood glucose is below _____ mg/dl or if symptomatic
- If treated outside the classroom, a responsible person MUST accompany student to the office
- If blood glucose is below _____ mg/dl give_____
- After 15 minutes recheck blood sugar
- Repeat until blood glucose is over _____ mg/dl

GLUCAGON: Student has glucagon at school (signed authorization must be submitted): Yes_____ No_____

Only trained staff can administer. Given when student is unconscious, unresponsive or having a seizure. 911 MUST always be called if glucagon is administered.

High Blood Glucose (Hyperglycemia)

Symptoms: Increased thirst, increase need for urination, other_____

- Student needs treatment when blood glucose is over _____ mg/dl
- If blood sugar is over _____ mg/dl contact parent
- Allow unrestricted bathroom privileges
- Encourage student to drink water or sugar-free drinks
- If vomiting call parent ***immediately!***

Call 911 for the following	**Additional information**
• If Glucagon is administered • Student is unable to cooperate to eat or drink anything • Decreasing alertness or loss of consciousness • Seizure Other_____	• Student must always be allowed access to fast-acting sugar. • Student is allowed to carry a water bottle and have unrestricted bathroom privileges. • Student is allowed to test his/her blood glucose when/where needed • Substitute teachers must be aware of the student's health situation, but still respecting privacy • Notify parent(s)/guardian when blood sugar is below _____ mg/dl or above _____ mg/dl and for emergencies.

As parent/guardian of the above named student, I give my permission to the school nurse and other designated staff to perform and carry out the diabetes tasks as outlined in this Individualized Health Plan (IHP) and for my child's healthcare provider to share information with the school nurse for the completion of this plan. I understand that the information contained in this plan will be shared with school staff on a need-to-know basis. It is the responsibility of the parent/guardian to notify the school nurse whenever there is any change in the student's health status or care. Parents/Guardian and student are responsible for maintaining necessary supplies, snack, blood glucose monitor, medications and equipment. Parents/Guardian will need to assist student with diabetes care at school when nurse is unavailable due to illness or school screenings.

Parent Signature_____ Date_____

Physician Signature_____ Date_____

School Nurse Signature_____ Dale_____

Sports Form

CHSSA Sports and Extra-Curricular Opportunity

The Summit Academy does not have a sports program and has been designated as a "school without a program" from CHSSA. Therefore, out students may participate in sports at other schools per the guidelines below. The school you choose to play has discretion to allow or not allow homeschooled students to participate. The same guidelines apply to Summit full and part time students.

1. Students may participate in sports at any high school in their district of attendance (Jefferson County) or in their district of residence.

2. If a student chooses to skip the 8th grade to enroll at Summit, the student must participate in sports and activities at the high school level. They may not participate on an 8th grade team.

3. Students have 8 semesters of high school eligibility. The first semester they are registered as a 9th grader starts their eligibility clock whether of not they choose to play a sport of not.

4. If a student enrolls at Summit, and chooses to participate in a sport or activity, the student and/or parent must complete a Sports Verification Form. The completed form will excuse the students from absences related to their sports games. If the form is not completed, the student will be marked un-excused for all related absences and their class grade will be impacted. For absences related to sports practices, see Stephanie Scarato.

MISSING SUMMIT CLASSES FOR PRACTICES: Summit encourages students to participate in sport programs and is appreciative of schools who provide the opportunity for our students to play. However, missing a Summit class for a practice is discouraged. Summit classes are one day per week. Parents are expected to notify the coach of Summit's position and request that student be allowed to arrive at practice late on their Summit day. In most cases the student would only be missing a few minutes.

NOTE: The Summit Academy is sponsored through Jefferson Academy and they have welcomed our students to participate in their 9-12 grade sports programs. JA 7-8 grade students participate in sports as part of their P.E. program, therefore, not open to students who are not enrolled in JA. 7-8 cross country and soccer do not practice during P.E., therefore, Summit 7-8 graders are welcome to try out for teams. For information on JA sports, go to http://www.jajags.com/athletics.

Colorado High School Activities Association Constitution and Bylaws
http://chsaanow.com/tools/bylaws/

The Summit Academy

Competition and Practice Verification

(PLEASE SUBMIT A GAME SCHEDULE WITH THIS FORM)

Student Name:_____Grade:_____

Sport/Sports:_____

Competing for: (Name of High School) _____

Practice Time/Days: _____

Required Arrival Time:_____
(Very Important for our early departure policy)

Head Coach (print): _____

Coach's Signature: _____

Coach's Phone # _____

Describe the expected pattern of sports absences: (For example: 1 hour each Th for 6 weeks, or will only miss two Fridays for tournaments, or will miss one hour for games on March 3 and 10th. Please Note: Students should notify coaches that missing classes at Summit for practices is unacceptable.)

_____

_____

_____

_____

Student and Parent Responsibility:

- Submit this form verifying participation in a selected sport with the sport schedule attached.
- The schedule MUST be submitted in order for ANY absences to excused.
- If the athlete needs to leave school early for a game of practice, they MUST sign out at the front desk in the white attendance clipboard. They will be marked ABSENT otherwise.
- A NEW Verification for must be submitted at the beginning of every new season or sport.
- Parents should explain to coaches that students should not miss Summit classes for practices. Remind them that Summit classes are one day per week and that student would be on time for all other days of the week. The parent needs to notify the Summit Director if this is not possible.

Testing

Check http://www.thesummitacademysouth.org/ for testing updates.

The text below is reprinted from the CDE Homeschool Law page (http://www.cde.state.co.us/choice/homeschool_law):

"Each child participating in a non-public home-based educational program shall be evaluated when such child reaches grades three, five, seven, nine, and eleven. Each child shall be given a nationally standardized achievement test* to evaluate the child's academic progress, or a qualified person shall evaluate the child's academic progress. The test or evaluation results, whichever is appropriate, shall be submitted to the school district that received the notification required by paragraph (e) of this subsection (3) or an independent or parochial school within the state of Colorado."

The above is only part of the home school law pertaining to testing. Parents can get the remainder of the regulations at the website above.

Summit Academy offers the following tests for Summit Academy students only. Information subject to change. More information about each test will be given throughout the year. Sign-ups for testing will be on the Summit website. Parents must adhere to sign up deadlines to participate. Some testing may require a fee.

Per Colorado State Statutes, students in a home-based education are required to test. They do not have to be tested through Summit Academy. Summit Academy offers these tests as a service to parents. Participation is optional. It is the responsibility of parents to submit test results to the location where they turned in their Letter of Intent to Homeschool. Students who score at or below the 13th percentile may choose to take an alternative test or to have their child evaluated by a "qualified person".

Test	Grade Level	Dates	Notes & Website Info
IOWA Test of Basic Skills	Grades 3-8	March 17-18, 2020	Offered at Summit Academy to students in Grades 3-8 http://www.hmhco.com/hmh-assessments/achievement/iowa-assessment
PSAT 8/9, PSAT 10	Grades 9-10	April 9, 2020 (Tentative)	The Colorado Test Day for spring PSAT test day is only made available to students in grades 9-10. Full time students are required to take the PSAT. The test is optional for part time students, although 9th grade homeschooled students are required to take a standardized test per Colorado law (see previous page). Offered at Summit Academy Make up day likely on April 16
PSAT/NMSQT	Grade 11	Approx. October 10, 2020	The test day for fall PSAT/NMSQT test day is only made available to 11th grade students. This test is optional for all students and requires registration very early in the fall. Offered at Jefferson Academy
SAT	Grade 11 and/or 12	April 9, 2019 (Tentative)	The Colorado Test Day SAT is only made available to 11th grade students. Full time students are required to take the SAT. The test is optional for part time students. Students in other grades wanting to take the SAT should sign up at collegeboard.org on a national test day. Offered at Summit Academy Make up day likely on April 23

IOWA Test

Summit offers the Iowa Test of Basic Skills (ITBS) to its students. Parents may choose to have their children participate in the ITBS at Summit in to fulfill Colorado Homeschool Law. The test is given in the spring each year. There is no charge for Summit students. Results are usually received 4-6 weeks after testing. Below is a guide to help parents interpret the results.

A Brief Guide to Iowa Test Results for Parents

Iowa Test Performance Profiles contain a large amount of data which is helpful to parents. Below is a guide to help you, as the parent, assess and design an educational program to meet the needs of your child.

1. The upper left quadrant is made up of a summary of your student's results. The upper right quadrant provides basic information on how to understand what you are looking at.

2. In the upper left quadrant, the column on the far left (titled "Tests") lists the main subtests and the larger groupings of subtests. (For example, the Reading grouping includes the Vocabulary and Reading Comprehension subtests.) The "Core Total" grouping includes your student's scores for all the reading, language and math tests. The "Composite" grouping includes scores for all the tests. If your student did not take the Science, Social Studies, and Sources of Information tests, there will be no Composite score.

3. The next column, titled "Scores", provides the core of the data you need for each test. You can simply ignore the columns labeled SS and NS, which provide statistical information but are not really helpful in understanding the results for your particular student. The two score columns that really matter are the GE (Grade Equivalent) and the NPR (National Percentile Rank) columns.

    a. The GE column provides the "grade equivalent" for your student's test scores. In this format, if your student's grade is x, and if you gave the test in April (the 8th month of the school year), your student's actual grade would be x.8 (x grade, 8th month). The Grade Equivalent score tells you the how your student's scores compare to average students in other grades. It's important to note that the Grade Equivalent score does NOT indicate the level of work the student is doing – the test asked questions on a particular grade level, not on lower or higher grade levels. So a score of 1.5 or 12.8 on the 5th-grade test, for example, doesn't mean your student is doing first-grade work or twelfth-grade work (because the test didn't ask first-grade or twelfth-grade questions), but rather that your student did as well as an average first-grader or twelfth-grader does on the fifth-grade test.

b. The NPR column provides the "national percentile rank" for your student. This is the score that is most significant to you, to schools, and to your local school district. It tells how your student compares to other students across the country who took this particular test. Essentially it says that if you lined up 100 students who took the test, that number would score lower than your student (which is why 99th percentile is the highest a student can get – that student would be the 100th). The NPR is represented on the graph next to the score. The 50th percentile would be considered average.

4. The bottom half of the page shows how your student performed on individual tasks and skills. This section is probably the most helpful as you receive detailed information about how your child did on specific skills. This section can help you understand your student's particular strengths and weaknesses. For example, your student may have a high score on math for single-step problem-solving, but be weaker on multiple-step problems; or she may be strong in data interpretation (working with graphs and charts), but weak in fractions or measurement.

   Across the top of the columns, you can see that the following information is available:

   - "Total Items" — the total number of questions relating to the particular skill
   - "No. Att." — the number of questions your student attempted to answer
   - "%C Stu." — the percent of the total questions that your student answered correctly (so 100% would mean they answered all the questions correctly; if there were 4 questions and this column says 75, your student answered 75% of the questions – or 3 questions – correctly)
   - "%C Nat." — the national average of the percent correct scores
   - "Diff." — the difference between your student's percent correct and the national average. This would be a positive number if your student's score is higher than average, or a negative number if your student's score is lower than average. The "Diff." score is represented on a graph next to that column, with the central line on the graph representing average, positive numbers to the right, and negative numbers to the left.

Other things you should be aware of:

- On the 1st through 3rd-grade tests, the Word Analysis subtest can help you identify your child's phonemic awareness — how well they can analyze words in order to sound them out or spell them. These are critical skills, and if your child's score is low, you may want to consider getting further testing for learning disabilities.
- The Math Concepts and Estimation test includes a brief test of your child's ability to estimate. This is an important skill for everyday life, but may not be taught in your math curriculum. You can help your child with this by having them calculate discounts at the store, or just in everyday things you do, and you can model it for them.
- The Math Problem Solving and Data Interpretation test involves two sections: one that is made up of word problems, and the other of understanding charts and graphs.

- The Math Computation test is very closely timed; it tests primarily math facts. The "No. Att." Column should indicate whether your child was able to finish this test. You may find that completing times tests at home will help your child improve their score.

- The Sources of Information test evaluates your student's ability to understand maps and diagrams and to use reference materials to find information.

- The Critical Thinking section combines critical-thinking questions from various sections of the test to determine how your student is doing at thinking critically.

IMPORTANT: Colorado law requires that students who do not achieve at least the 13th percentile on the Composite score (or the Core Total score if no Composite is available) be re-tested using a different standardized test or be evaluated by a qualified individual. If your student scores under the 13th percentile, please check with the Summit office to talk about the best way to help your student succeed.

High School Information

High School & National Honor Society

The Summit Academy is proud to have an active national Honor Society Chapter. Student in grades 10 and 11 are invited to apply if they meet scholarship and teacher recommendation qualifications. Students invited to apply complete an application, essay and interview as part of the selection process. Students selected for membership participate in the induction service held in April.

The four pillars of NHS are:

- **Scholarship**
  Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)

- **Service**
  Service involves voluntary contributions made by a student to the school or community, done without compensation.

- **Leadership**
  Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**
  The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Jefferson County School District Graduation Requirements

Jefferson County Public Schools are committed to preparing students for the 21st century. One part of that preparation is a pre-collegiate, rigorous curriculum that prepares students for success in the next step of their lives. Success in college or in work requires strong academic preparation. A pre-collegiate, rigorous curriculum prepares students to choose admission to universities, community colleges, or apprenticeships. All full time Summit students must meet Jeffco graduation requirements through their Summit and college coursework. For more information, refer to "The Jeffco 2020 Vision" on page 1.

Being prepared for the 21st century requires the appropriate use and application of technology. Because of that, all courses are expected to use technology and on-line learning as a part of the instruction in that content. All course work is expected to infuse skills necessary for success in the 21st century. Those skills, in addition to the use of technology, include:

Information processing and analysis
Critical thinking and problem solving
Interpersonal skills and self direction
Global awareness
Financial, economic, and business literacy
Entrepreneurial skills
Civic literacy
Skills for continuous learning

Because one choice for our students is the university system in Colorado, the entrance requirements for admission to any Colorado four-year university (Higher Education Admission Requirements or HEAR) are printed in this policy. They are not identical to the requirements for graduation from a Jefferson County senior high school.

Students must meet the following requirements to be considered for admission to a Colorado four-year university.

Book	District Policies - Jefferson County School District R-1
Section	I: Instruction
Title	Graduation Requirements
Number	IKF
Status	Active
Adopted	June 26, 1997
Last Revised	November 3, 2016
Last Reviewed	November 3, 2016

Board Approval Required - November 3, 2016

The mission of Jefferson County Public Schools is to provide a quality education that prepares all children for a successful future in college, career, and life. The district is committed to providing a learning environment that is safe, conducive to learning, and free from unnecessary disruption while providing a quality education that prepares all children for a successful future. One part of that preparation is a rigorous curriculum that prepares students for success in the next step of their lives. Success in college or in work requires strong academic preparation. A rigorous curriculum prepares students to choose admission to universities, community colleges, or apprenticeships or pursuit of career.

Being prepared for the 21st century requires mastery of Colorado Academic Standards and Jeffco competencies to ensure students are successful in college, career, and life. These competencies include;

- Civic and Global Engagement
- Communication
- Content Mastery
- Critical Thinking and Creativity
- Self Direction and Personal Responsibility

In pursuit of our mission to ensure that all students reach their learning potential and are prepared for college and career, the Board of Education has established the following graduation requirements. The following criteria shall entitle a student to a high school diploma from Jefferson County Public Schools;

1. Successful completion of 23 credits in the categories listed below. A unit of credit is defined as the amount of credit earned toward graduation following demonstration of district identified criteria.
    a. Achievement in Colorado Academic Standards as demonstrated by mastery of appropriate coursework.
    b. Minimum requirements for a high school diploma
        i. English – 4 credits
            1. Core classes that address all English language arts standards are required.
            2. Additional English classes may be required by the school if a student is not proficient in reading and/or writing.
        ii. Math – 3 credits
            1. A minimum of three credits are required in senior high school. Courses must include algebra I, geometry and one additional course at or above the level of geometry.
            2. Algebra I and geometry credits may be earned in middle school. Those credits are not included in the 23 credits required for graduation from senior high school.
            3. A computer science course with a pre-requisite of at least algebra I is permissible as fulfilling a mathematics requirement.
        iii. Science – 3 credits

1. Three credits of laboratory classes in science that meet both process and content standards are required.
2. Required classes may include courses in three of the four areas of science standards including earth science, biology, chemistry, and physics.

iv. Social Studies/Social Sciences – 3.5 credits
1. Three and a half credits that must include civics, geography, American history, world history, and economics for seniors are required.

v. Physical Education – 0.5 credit
1. One half credit in physical education and/or health and wellness in a course aligned with physical education standards is required.

vi. Fine/Practical Arts – 0.5 credit
1. One half credit in either the fine arts defined as music, visual arts, or drama or one half credit in a career and technical education course is required.

vii. Electives – 8.5 credits
1. Electives include the fine arts, technology, career and technical education, physical education, and core content electives in English language arts, mathematics, science, social studies, and world languages.

2. For the classes of 2021 and beyond, demonstration of Career and college readiness in English and Math through one or more of the approved options in the menu below;

Measure	**English**	**Math**
Accuplacer assessment	62	61
American College Testing (ACT)	18	19
ACT WorkKeys	Bronze or higher	Bronze or higher
Advanced Placement (AP)	2	2
Armed Services Vocational Aptitude Battery (ASVAB)	31	31
International Baccalaureate (IB)	4	4
Scholastic Aptitude Test (SAT)	430	460
Concurrent enrollment	Passing Grade	Passing Grade
Industry certificate	Individualized	Individualized
District capstone	Individualized	Individualized
Collaboratively-developed, standards-based performance assessment	Statewide scoring rubric	Statewide scoring rubric

*The menu is subject to change and revision from the state. When changes are made, the district will update its policy to ensure adherence to the state's guidelines.

3) A student who has an Individual Education Plan (IEP) may be granted a diploma based on completion of the goals listed in the IEP and on the basis of modified content standards and modified course requirements.

Individual Career and Academic Plan

All schools will be accountable for developing an Individual Career and Academic Plan (ICAP) for each student beginning in grade seven. Leadership for the plan will be facilitated by counselors and administrators and monitored by school personnel. The plan will be reviewed and access will be provided, at a minimum, annually in grades seven through twelve and should include participation by students, parents or legal guardian, school counselors, school administrators and school personnel. The ICAP and ICAP related data shall be available upon request to the student, parent or legal guardian and/or approved service providers in both electronic and printable form.

The ICAP will set out a course of study for each student based on completion of all requirements for graduation from Jefferson County Schools.

Other Requirements for Graduation

In grades nine through twelve, students shall take at least four classes in core contents or three Advanced Placement courses or International Baccalaureate courses every semester. Principals may waive this requirement based on individual student circumstances.

Core Content includes:

- English
- Mathematics
- Science
- Social Sciences
- World Languages
- Advanced Placement classes in the arts and electives
- Post secondary options
- One half day Warren Tech programs (two of four core classes)
- Concurrent enrollment programs

Additional Course Opportunities
The district recognizes the need to allow students to explore multiple pathways in order to meet graduation requirements. All courses must adhere to Colorado academic standards and align with the Jeffco guaranteed and viable curriculum. Students may earn credit for courses outside of the local senior high school program that have been developed or approved by the district. Students can seek prior approval for up to two elective credits for courses that have not been developed, approved, or reviewed by the district. Prior approval is granted by the principal.

Students who wish to earn additional credits will be allowed to do so. Additional course opportunities may include:

- Additional classes on a space available basis in the home senior high school.
- Approved summer school courses.
- Night schools in Jefferson County Public Schools.
- Credits earned at a community college.
- Courses taken through post-secondary options.
- Correspondence and/or online classes offered outside Jefferson County Schools.
- Jefferson County Public Schools online classes.
- Other defined courses.

Participation in Graduation Ceremonies

- Students will be required to complete all 23 required credits for graduation for participation in graduation ceremonies. The classes of 2021 and beyond, must also demonstrate career and college readiness in English and in Math from one of the approved options in the menu above.
- Cooperation must be exhibited with school staff members and administration in high school senior activities, including the graduation ceremony.
- In order to preserve the unity of the graduation ceremony, students must conform to school-sanctioned standards and expectations for behavior and attire.
- School property must be returned, and school bills must be paid.
- Students must demonstrate adherence to the Student and Family Handbook (Code of Conduct) up to and including the day of graduation.

Completion of Requirements
Upon completion of graduation requirements, students are entitled to a diploma to be issued at the time of the next graduation date and no further attendance is required.

If students fulfill graduation requirements prior to having spent four academic years in grades 9-12, they may choose to remain in school until the end of their fourth year in grades 9-12. If they choose to remain, they must meet all the school's requirements including class load, attendance, and adherence to the Student and Family Handbook (Code of Conduct)

Residency
The diploma will be issued from the school in which students are enrolled during their last full semester prior to meeting graduation requirements.

Transfer students from an accredited public or private school who expect to receive a diploma from a Jefferson County school must meet all district academic requirements and the school's requirements for class load, attendance, and adherence to the Student and Family Handbook (Code of Conduct). In addition, transfer students must be enrolled for a full semester. Transfer students from non-accredited institutions and/or home schooling must meet the expectations outlined in policy JGA and regulation JGA-R, Assignment of New Students to Classes and Grade Levels.

Recognition and Awards
The intent of recognition and awards at graduation ceremonies is to honor significant academic achievement. Each school will be given latitude in developing its own standards of recognition provided these standards are

broad-based and involve the teaching staff and administration in the development of criteria for granting recognition.

Principal Waivers
Senior high school principals can waive requirements based on individual student circumstances. All requests must be made in writing and must be included in the student's Graduation Plan.

POLICY REFERENCES:

IGA- Curriculum Development
IHCDA, Concurrent Enrollment
IKC- High School Grading Systems
JGA, Assignment of New Students to Classes and Grade Levels

Legal	Colorado Revised Statutes 22-1-104 (teaching history, culture and civil government), 22-32-109 (1)(kk)(board to establish graduation requirements), 22-35-101 et seq. (Concurrent Enrollment Programs Act)

Recommended Curriculum For the College Bound

For many 4 year colleges and universities, the curriculum below should be considered the basic minimum preparation.

English	4 Credits with an emphasis on writing during senior year
Math	4 Credits including Algebra I, Geometry, Algebra II
Science	3 Credits including Lab Biology and Lab Chemistry
Social Studies	3 Credits including World History, US History, and Amer. Government
World Lang.	Complete a minimum of level 2 or 3 of the same world language

For selective and highly selective colleges and universities (Harvard, Yale, Princeton, Brown, Duke, Stanford, U. of Chicago, etc) the curriculum below is highly recommended and represents the minimum academic preparation.

English	4 Credits including Honors and AP coursework
Math	4 Credits including AP Calculus
Science	4 Credits including Biology, Chemistry, Physics, and AP coursework
Social Studies	4 Credits including AP coursework
World Lang.	Complete level 3 or 4 of same world language or AP

An excellent rule of thumb with regard to choosing an appropriate curriculum is that the more selective the college, the more critical that the applicant have successfully completed Advanced Placement or International Bacalaureate coursework. It is best to refer to each college's admission requirements and that college's recommended curriculum.

Four Year Academic Plan (ICAP)

An ICAP is a 4 year plan of your child's high school years. Use the forms below to help you plan. Click on the forms below to create your student's Four Year Academic Plan.

Use this form to help plan your classes for high school. The ICAP is required for all Concurrent Enrollment students and recommended for part time students.

Instructions for filling out the Four-Year Academic Plan:

- Fill in student's name and grade for the coming year.
- List all high school level classes taken. "CR" stands for credit, so fill in 0.5 for each semester's class.
- List all college classes taken and indicate such by writing (C) after the course name. Each 3 semester hour course gets a 0.5 credit, and 4 and 5 semester hour classes receive a 1.0 credit.
- Project the rest of high school by filling in the anticipated classes that will be taken.
- It is recommended that you complete the ICAP as a computer document, so alterations can be completed easily.

An ICAP is not an "approved" high school plan. It is a planning tool to set goals and determine if your student is on track for meeting their graduation and post-graduation goals. ICAPs should be updated and reviewed each semester. An updated ICAP is required each semester for all Concurrent Enrollment students.

It is suggested all parents begin an ICAP when their student enters 7th grade.

FOUR-YEAR ACADEMIC PLAN FOR HIGH SCHOOL STUDENTS

Name of Student _____ Grade _____ College I Plan to Attend _____

9th Grade					10th Grade			
st Semester	CR	2nd Semester	CR		1st Semester	CR	2nd Semester	CR
nglish 9		English 9			English 10		English 10	
lath -		Math -			Math -		Math -	
cience		Science			Science		Science	
ocial Studies		Social Studies			Social Studies –U.S. History		Social Studies-U.S. History	
/orld Language		World Language			World Language		World Language	
lective		Elective			Elective		Elective	

11th Grade				12th Grade			
st Semester	CR	2nd Semester	CR	1st Semester	CR	2nd Semester	CR
nglish 11 - 121		English 11 - LIt		English 12 - 122		English 12- Lit	
lath -		Math -		Math -		Math -	
cience		Science		Science		Science	
ocial Studies		Social Studies		Social Studies – Am Gov		Social Studies - Econ	
/orld Language		World Language					
lective		Elective		Elective		Elective	

dministrative/Counseling Signature _____ Date: _____

Mission: To come alongside the homeschooling community to provide professional educational support, curriculum, and resources, allowing a successful partnership between home and a school environment.

SMITH ACADEMY
OFFICIAL HIGH SCHOOL TRANSCRIPT

STUDENT INFORMATION	SCHOOL INFORMATION
FULL NAME: Jane B Smith	NAME: Smith Academy
ADDRESS: 123 Main Street	ADDRESS: 123 Main Street
Anywhere, St 56879	Anywhere, St 56879
PHONE NUMBER: 757-555-1212	PHONE NUMBER: 757-555-1212
EMAIL ADDRESS: janesmith@email.com	EMAIL ADDRESS: smithacademy@email.com
DATE OF BIRTH: 02/17/92	
PARENT/GUARDIAN: Joe and Mary Smith	

ACADEMIC RECORD

SCHOOL YEAR: 2007-2008 **GRADE LEVEL: 9th**

Course Title	*Credit Earned*	*Final Grade*
English 9	1.0	A
Algebra I	1.0	A
Biology w/lab	1.0	B
Geography	1.0	C
Latin I	1.0	A
Logic	1.0	B
Fine Arts: Piano	0.5	B
Theology	0.5	A

Total Credits: 7.0 **GPA:** 3.36 **Cumulative GPA:** 3.36

SCHOOL YEAR: 2008-2009 **GRADE LEVEL: 10th**

Course Title	*Credit Earned*	*Final Grade*
English 10	1.0	B
Geometry	1.0	B
Chemistry w/lab	1.0	C
World History	1.0	A
Latin II	1.0	B
Rhetoric	1.0	A
Fine Arts: Piano II	0.5	B
Old Testament Survey	0.5	B

Total Credits: 7.0 **GPA:** 3.14 **Cumulative GPA:** 3.25

SCHOOL YEAR: 2009-2010 **GRADE LEVEL: 11TH**

Course Title	*Credit Earned*	*Final Grade*
English 11	1.0	A
Algebra II	1.0	A
Physics	1.0	B
US History	1.0	A
Spanish I	1.0	B
Philosophy	1.0	B
Fine Arts: Piano III	0.5	A
New Testament Survey	0.5	A

Total Credits: 7.0 **GPA:** 3.57 **Cumulative GPA:** 3.36

SCHOOL YEAR: 2010 - 2011 **GRADE LEVEL: 12TH**

Course Title	*Credit Earned*	*Final Grade*
English 12	1.0	A
Trigonometry/Pre-Calculus	1.0	A
US Government	1.0	A
Economics *	1.0	B
Speech *	1.0	A
Spanish II	1.0	C
Fine Arts: Drawing	0.5	B
Apologetics	0.5	B

Total Credits: 7.0 **GPA:** 3.43 **Cumulative GPA:** 3.38

ACADEMIC SUMMARY
Cumulative GPA: 3.38

Credits Earned: 28.0

Diploma Earned: yes

Graduation Date: 6/15/2011

GRADING SCALE
90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 – below = F

NOTES
* Coursework taken at a local community college. Official transcript from college has been requested and will be sent to you shortly.

I do hereby self-certify and affirm that this is the official transcript and record of Jane B. Smith in the academic studies of 2007 – 2011.

Signature: Title: Principal Date: July 2, 2011

High School and College Classes

All questions regarding college courses, the Concurrent Enrollment program, and the ASCENT program should be directed to Allycia Taussig at ataussig@jeffcoschools.us or Mary Beth Mellott (high school counselor) at mmellott@jajags.com.

Concurrent Enrollment

The Summit Academy is proud to offer our students the opportunity to participate in Concurrent Enrollment (CE). CE programs provide high school students with the opportunity to enroll in postsecondary courses and earn credit at no cost to them for tuition. Colorado data show that students in concurrent enrollment programs are more likely to enroll in postsecondary education, have higher postsecondary grade point averages and retention rates and decreased need for remediation. In May 2009, the Colorado State Legislature passed the Concurrent Enrollment Programs Act. The Act created the Concurrent Enrollment program, defined as the simultaneous enrollment of a qualified student in a local education provider and in one or more postsecondary courses, including academic or career and technical education courses, at an institution of higher education.

Summit students in grades 9-12 can participate in Concurrent Enrollment. Classes may be taken at the local community college. Interested students should begin enrollment procedures beginning in January for the fall semester college courses. Students enrolled in Summit may choose to participate as a full or part time student.

A meeting with FRCC and Summit is required. Dates will be announced.

Print the Ultimate Checklist and follow the directions to choose the directions appropriate for your situations. Forms are due the first Friday in November for spring semester, and the first Friday in April for fall semester.

Students interested in Red Rocks Community College should pick up their college agreement in the Summit office.

Link to Summit Concurrent Enrollment web page:
https://www.thesummitacademysouth.org/concurrent-enrollment

Link to CDE CE website:
https://www.cde.state.co.us/postsecondary/concurrentenrollment

The Summit Academy Concurrent Enrollment

Sponsored by Jefferson Academy Charter School
Parent/Student Guide
2017-2018

Concurrent Enrollment means a 9th-12th grade student or a 13th-year student (ASCENT program) is simultaneously enrolled in Jefferson Academy Charter School (The Summit Academy) and in an institution of higher learning, usually the local community college.

The Concurrent Enrollment program is designed to "improve high school retention, to motivate young people to take seriously the need to become postsecondary and workforce-ready, and to accelerate students' progress toward a postsecondary credential" (C.R.S. 22-35-102). It is a Colorado state-funded educational program which allows qualified high school students to enroll in college-level courses while still in high school.* If the requirements of the program are met, The Summit Academy will pay the tuition portion of that college education.

Some seniors may qualify for a 5th-year option (ASCENT program). Students wishing to be enrolled in the ASCENT program must be enrolled as full time Summit Academy students during their junior and senior years. Students will have the opportunity to declare their intention in December of the student's senior year.

Concurrent Enrollment involves application to college, college-level coursework, communication, and college credit; therefore, it is critical that students be personally invested in this process. The student and parent must have a complete understanding of the college environment. Students should have the opportunity and responsibility for completing the paperwork and participating in the enrollment process, in order for them to learn responsibility, to gain maturity, and to invest in their post-secondary future.

Guidelines and Qualifications for participating in the Concurrent Enrollment Program:

Students wishing to enroll in the Concurrent Enrollment (CE) program will be considered based on the following guidelines:

I. Summit Academy students must be enrolled in The Summit Academy for at least one semester before they enroll in Concurrent Enrollment unless the Summit Academy Director and Jefferson Academy Principal waive this requirement.

II. The student's transcript is a record of courses the student took and grades received in those courses. The ICAP is used to determine the plan to complete all high school graduation requirements. Students are required to update their 4-year ICAP every semester. Only 9th-12th grade courses and grades go on the ICAP and the transcript. The ICAP will also include future educational and career goals; however, the ICAP is NOT approval of class choices. Classes are approved each semester in the conference process.

III. Students may begin enrolling in Concurrent Enrollment in the second half of their 9th grade year, given that Guideline I has been met.

IV. Students will be able to enroll in one (1) concurrent enrollment course in the second semester of 9th grade. Beyond that, students will be enrolled in courses on a "scaling model" depending on the student and his or her abilities. The Summit Academy Director and the Jefferson Academy Principal will have final approval of course loads each semester, for each student.

V. Part-time/home-based students (students not graduating from Jeffco Public Schools) will be allowed to take nine credits per semester. A class cannot be split financially between the school and parent, as the CE guidelines do not allow this.

VI. Students who qualify to transition to the full-time CE program will be allowed to take up to four classes (or no more than twelve (12) credits) per semester. The Summit Academy Director and the Jefferson Academy Principal may make exceptions to this rule. Most full-time students take twelve (12) credits, which is a typical guide for full-time participation for any college student. A class cannot be split financially between the school and parent, as the CE guidelines do not allow this.

VII. Parents and students understand and agree that there will not be more than three (3) students from Summit Academy in any FRCC course as requested by the FRCC College Now staff.

VIII. Students must have the high school academic preparation to be considered for some courses at Front Range (i.e. Biology 111 may not be taken before high school biology and chemistry). This will be reviewed during CE meetings.

IX. Students must qualify to be in the Concurrent Enrollment program. The student can do this by one of the following:

1. SAT or ACT scores
2. Accuplacer scores
3. CCPT scores

AND high performance in high school courses.

X. Enrollment for students seeking Career Technical programs will be at the discretion of the Summit Academy Director and the Jefferson Academy Principal. Consideration will be given based on the House Bill 15-1275 and recommendations from the Concurrent Enrollment Advisory Board.

XI. Students will be assessed by the Summit Academy Director and the Jefferson Academy Principal for the following:

a. Academic readiness as determined by SAT/ACT, Accuplacer or CCPT test scores.
b. Academic history based on grade point average and rigor of academic courses.
c. Attendance record at The Summit Academy and any previous school for the past two years.
d. Maturity as demonstrated in the high school setting and as observed by Summit Academy staff.
e. Completeness and adequacy of the student's Individual Career and Academic Plan (ICAP).

f. Any discipline records at The Summit Academy or any previous school in the past two years.
g. Social maturity to enroll in college courses with college age students.
h. Any other anecdotal records that illustrate the student's readiness for college.
i. Students must meet CE paperwork deadlines.

XII. Students who will not be 17 by the start of classes must also receive approval to enroll from the Dean of Student Services at Front Range Community College. This is done through a group meeting set up through Summit Academy and FRCC.

XIII. Students will fill out all paperwork and communicate with Front Range advisors with the help of their parents. Help from parents should be scaled down as students reach their junior and senior years, eventually leaving the student to do all communication with Front Range staff and Summit Academy Concurrent Enrollment staff. Student privacy rights at the college through the Family Educational Rights and Privacy Act (FERPA) limit information available to parents. Students will be involved in all conversations regarding student records.

XIV. All Concurrent Enrollment paperwork must be turned in on time per deadlines set by the Summit Academy staff. These deadlines are the first Friday in April and the first Friday in November. Schedules are due the first Friday of May and the first Friday of December. Please check the Ultimate Checklist to be sure the student has everything submitted by these deadlines. Success in the above is considered an indication of college readiness.

XV. Summer sessions, online college courses, physical education courses and basic skills courses will not be included in Concurrent Enrollment. Exceptions may be made for basic skills courses, for seniors only, when the student qualifies for a course no lower than one class below college level in a subject area.

XVI. Summit Academy offers a full time and a home-based (part time) program for students choosing Concurrent Enrollment. Parents should review the Full Time/Home-Based (Part Time) Comparison Information Sheet to determine the appropriate placement for their student. Summit Academy and Jefferson Academy agree to pay tuition for Concurrent Enrollment students; however payment of fees, textbooks and any other miscellaneous costs vary according to the Full Time/Home-Based (Part Time) Comparison Information Sheet.

XVII. Families **must reimburse** Summit Academy for any course not successfully completed with a grade of C or above (including all courses earning a grade of D, F, I or W; students who withdraw from a course after the college drop date earn a grade of W). A promissory note is a required part of the CE application process. If a student withdraws from or fails a course, participation in the Concurrent Enrollment program may be modified or discontinued.

XVIII. The rate of reimbursement will be the community college rate (set by the state; changes each school year). This means if a student is participating at a college or university other than a community college, the family will be responsible for the difference in cost.

XIX. Summit Academy and Jefferson Academy are not responsible for the College Opportunity Fund (COF) portion of the tuition bill. Students failing to complete necessary steps for COF to process will be responsible for that portion of the bill.**

XX. Students and parents/guardians must agree to the terms of the promissory note regarding repayment of tuition for failed courses.

XXI. In October of each year, students must have their professors initial the October Count Attendance Report each class day and sign it to verify the student's attendance. This must be returned to Summit Academy by the published deadline (usually in mid-October, but this changes each year). Students are responsible to ensure these forms are returned promptly. Summit Academy cannot pay for courses for which we do not receive an attendance form during the October count period.

XXII. Students seeking class accommodations must meet with the Director of Special Services at Front Range Community College to discuss the current IEP or 504 plan and potential accommodations allowed in college classes.

XXIII. Students may only take Guaranteed Transfer (GT) credits unless otherwise approved by the Summit Academy Director and the Jefferson Academy Principal.

XXIV. All students who are enrolled full-time with the Concurrent Enrollment program must agree to and take the state-wide exams as directed by the Jeffco school district. The district does not provide tests for part time/home based students.

XXV. Students are responsible for making sure they are receiving communication regarding CE requirements and deadline dates. Communication is sent out through Summit emails and through the Summit app. If the student is not receiving emails, it is the student's responsibility to contact the Summit Academy office and ensure communication is established.

XXVI. Failure to meet the guidelines stated in this document will result in discontinuation from the Concurrent Enrollment program.

** Enrolling in the COF allows the state of Colorado to pay a stipend for Colorado residents enrolled in higher education. The student must register for the COF when he or she applies to the community college. **Please note** that the COF is limited to the first 145 credit hours the student takes at Colorado public colleges and includes the credit hours taken as a CE student. Therefore, if the student might attend public college in Colorado following high school graduation, families need to consider carefully their student's future plans in order to avoid wasting COF funds on courses which will not count toward the student's college graduation requirements.

Concurrent Enrollment Process
Check Sheet

First-Time Concurrent Enrollment Students:

_____ Students and parents new to the Concurrent Enrollment program must attend a mandatory meeting to learn about the CE process and to pick up paperwork.

_____ If the student does not have a Colorado driver's license or instruction permit, the student must go to the DMV website and follow instructions to get a Colorado ID card. ID cards are available to anyone over 13 with a birth certificate and proof of address.

_____ The student must apply for admission to the state-supported college or university he/she would like to attend. During this process, the student must also apply for the College Opportunity Fund (COF). This is typically a part of the college application process. Please follow the FRCC check sheet to ensure that all aspects of the application process are complete.

_____ Students must qualify to be in the Concurrent Enrollment program. The student can do this by one of the following:

1. SAT or ACT scores
2. Accuplacer scores
3. CCPT scores

AND high performance in high school courses

These exams will be explained during introductory meetings with the Concurrent Enrollment Counselor, FRCC staff and Summit Academy Director.

_____ Complete the Concurrent Enrollment Application Packet. The application should include at the appointed time:

1. On-line Concurrent Enrollment College Agreement for Front Range Community College. https://frontrange.formstack.com/forms/concurrent_enrollment_college_agreement (If the student wishes to enroll at a college other than Front Range Community College, please request the correct form from The Summit Academy office.)
2. The Summit Academy Family Agreement.
3. Front Range Underage Waiver for all students 16 and under.
4. The Summit Academy Promissory Note.
5. Transcript(s) of all high school courses taken in places other than Summit Academy This includes the student's homeschool transcript as well as transcripts from any additional high schools or colleges the students has attended.
6. Copy of ACT or SAT (if taken).
7. Copy of Accuplacer/CCPT scores
8. Up-to-date COMPLETED Individual Career and Academic Plan (ICAP).

_____ Make an appointment with The Summit Academy CE staff to review the CE application prior to registration. This face-to-face meeting must be done at the initial enrollment and every spring thereafter. Bring all items from the Concurrent Enrollment Application Packet to this appointment.

_____ Before the appointment, study the college catalog and identify the classes the student would like to take. Come to the appointment prepared to discuss those choices with The Summit Academy CE staff.

_____ Register for classes when course registration opens at the college or at the designated time with the Summit CE staff.

_____ Return a copy of the student's schedule to the Summit CE staff. (The schedule is usually available online through the college website under the student's account.) Schedules are due the first Friday in May and the first Friday in December.

_____ If the student wishes to add or drop a class after submitting Round One paperwork to Summit, the student must fill out an orange Class Change Form and contact the Summit CE Counselor before making the change. If this step is not followed, families will be required to pay the tuition for class changes that are not approved.

_____ In late September, an October Count Attendance Form will be available on the Summit Academy website. During the October Count period, usually the first two weeks in October, students must have the professor initial the form each attendance day and sign it to verify the student's attendance. One form must be completed for each class. Return completed forms to The Summit Academy by the published deadline (usually in mid-October, but this changes each year.) Students are responsible to ensure these forms are returned promptly. The Summit Academy cannot pay for courses for which we do not receive an attendance form during the October count period.

Concurrent Enrollment Process
Check Sheet

Returning Concurrent Enrollment Students (Completed in spring for fall semester):

_____ Students previously enrolled in the Concurrent Enrollment program may request an Application Packet from The Summit Academy.

_____ Complete the Concurrent Enrollment Application Packet. The application includes:

1. On-line Concurrent Enrollment College Agreement.
   https://frontrange.formstack.com/forms/concurrent_enrollment_college_agreement
   (If the student wishes to enroll at a college other than FRCC, please request the correct form from The Summit Academy office.)
2. The Summit Academy Family Agreement.
3. Front Range Underage Waiver for all students 16 and under.
4. The Summit Academy Promissory Note.
5. Transcript(s) of all high school courses taken in places other than Summit. This includes a homeschool transcript and transcripts from other high schools or colleges the students has attended. (Full-time students who have taken classes only through Summit and/or FRCC for the past year do not need to submit a new transcript.)
6. COMPLETED Up-to-date Individual Career and Academic Plan (ICAP).
7. Updated SAT/ACT scores and or Accuplacer/CCPT scores.

_____ Make an appointment with the Summit Academy CE Counselor to review the CE application. This face-to-face meeting must be done at the initial enrollment and every spring thereafter. Bring all items from the Concurrent Enrollment Application Packet to this appointment.

_____ Before the appointment, choose classes the student would like to take. Come to the appointment prepared to discuss those choices with the Summit CE Counselor.

_____ Register for classes when course registration opens at the college. Be sure to re-apply the COF to the student's account.

_____ Return a copy of the student's schedule to the Summit CE staff by the first Friday of May and the first Friday of December each year.

_____ If the student wishes to add or drop a class after submitting Round One paperwork to Summit, the student must fill out an orange Class Change Form and contact the Summit CE Counselor before making the change. If this step is not followed, families will be required to pay the tuition for class changes that are not approved.

_____ In late September an October Count Attendance Form will be available on the Summit Academy website. During the October Count period, usually the first two weeks in October, have the professor initial the form each attendance day and sign it to verify the student's attendance. One form must be completed for each class. Return completed forms to The Summit Academy by the published deadline (usually in mid-October, but this changes each year.) Students are responsible to ensure these forms are returned promptly. The Summit Academy cannot pay for courses for which we do not receive an attendance form during the October count period.

The Ultimate CE Checklist

Keep this checklist in a prominent location and/or put these dates in your calendar. **You will need to refer to it to keep up with multiple deadlines throughout the year. This is merely a list. For more details on a specific item, see "Concurrent Enrollment Process" or the Parent/Student Guide. Missing a deadline will result in removal from the CE program for the semester or year.**

APPLICATION: Follow FRCC procedures for admission, including: obtaining valid IDs, application for admission, application for COF, completion of testing requirements, and attendance at mandatory meetings.

ROUND ONE PAPERWORK: **Due the first Friday in April/November:**

_____ Schedule a meeting with the CE counselor (required for first time and each spring, thereafter). First time students come to meeting with test scores.
_____Concurrent Enrollment College Agreement
_____The Summit Academy Family Agreement
_____Underage Waiver (For students new to CE who are age 16 and under)
_____Test Score (For first CE semester only.)
_____The Summit Academy Promissory Note
_____Transcripts (Need every semester with updates from previous semester's grades)
_____ Updated ICAP (Individual Career and Academic Plan, needed each semester.)

REGISTER FOR CLASSES-See College Schedule

Schedule Change Guide-Due anytime a change is made to student schedule.			
	Orange Form	Updated ICAP	New College Schedule
Summit Class Change	X	X	
College Class Change	X	X	X

ROUND TWO PAPERWORK: **Due the first Friday in May/December, after class registration:**

_____ College schedule for the upcoming semester.

FALL PAPERWORK: **This paperwork is vital to state funding for your classes. If you do not turn in this paperwork, your college classes will not be funded and you will be dropped from the CE program for the school year.**

Due Between Drop/Add Date and 3rd Friday of September:

____ "Enrollment as a Full Time Student" (Completed by Full and Part Time students)
_____ Transcript with previous spring grades.
_____ Final schedule dated between Drop/Add Date and 3rd Friday in September.
____Textbook/fee reimbursements (If needed for students not taking Summit classes.)

URGENT: Due immediately at the end of October Count. (Date announced each year.)

_____ "Pupil Enrollment Attendance" form. One per class for students not attending Summit classes.

Summit Academy Concurrent Enrollment
2017-2018

Family Agreement

We, as a family, understand and will abide by all policies associated with the Summit Academy Concurrent Enrollment Guidelines. We further understand and accept that if we do not follow these policies, the ability to enroll in future Concurrent Enrollment courses through Summit Academy or Jefferson Academy, may be revoked by the Director of Summit and Principal of Jefferson Academy.

Name of Student _____

Signature of Student _____

Date _____

Name of Parent _____

Signature of Parent _____

Date _____

Summit Academy
7575 West 103rd Avenue
Westminster, CO 80021

PROMISSORY NOTE

Under the Concurrent Enrollment Act of 2009, Summit Academy intends to pay tuition on behalf of the student named below to enable the student to attend an institution of higher education. Under Colorado law, the school is required to obtain a promise from the student and the parent/guardian to repay the amount of tuition should the course not be completed successfully (with a grade of C or better) for any reason.

Each person who has signed as a borrower below agrees to be fully responsible jointly and severally (that is, as individuals and also as a group) to Summit Academy for the full amount of tuition relating to any course which the student fails or for any reason (including illness) does not complete. The only exceptions to this duty to repay are: a) if the student has withdrawn from the course before the school's "Add/Drop Date" (usually within the first two weeks of class); or b) if the student has the written consent of the principal of the high school to withdraw from a specific course in question.

The signers of this promissory note understand and agree that (1) each and every one of them by him/herself is liable for the full amount of the debt; (2) the debt must be repaid regardless of the reason for failure to successfully complete the course, whether it be academic failure, illness, moving of residences, or any other reason; and (3) the school may choose to require any of them to make repayment, regardless of any agreement they may have made between themselves regarding liability for the debt.

This debt shall become due on the ending date of the academic term in which the course was to have been taken, and must be paid within thirty (30) days of that date. Interest shall accrue at the compound rate of 12% per annum after that thirty day period. The school shall be entitled to any and all costs it expends in collecting this debt, including reasonable attorney fees.

Amount Owed: _____

Name of Student: _____

Name of Institution of Higher Education: _____

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; PLEASE READ IT AND MAKE SURE YOU UNDERSTAND IT BEFORE SIGNING. This promissory note will be in effect for the entire school year and needs to be signed only once each year.

Please print and sign your legal name below. Date: _____

_____

Parent/Guardian (Please print name) Parent/Guardian (Please sign name)

_____

Student (Please print name) Student (Please sign name)

FRONT RANGE
COMMUNITY COLLEGE

Process for Underage Admission

Front Range Community College complies with the Colorado Community College and Occupational Education System (CCCOES) State Board Policy to admit students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admissions must meet the following criteria:

1. Qualified students must demonstrate readiness for college level work by meeting all state established cut scores for college level English, reading, and math.

2. Students should meet with an advisor or designated staff member to determine eligibility for admission, appropriateness of course selection, review college expectations and complete the acknowledgement form. Final approval rests with the Dean of Student Services.

3. A responsible parent or guardian must sign the acknowledgement form indicating that the student/parent has been advised regarding the expectations of the college.

4. If approved by the Dean of Student Services, Admissions and Records will remove the hold to allow the student to enroll. Admissions and Records will notify the student by email regarding approval status.

Update by the Office of the Registrar 10-19-2010

FRONT RANGE
COMMUNITY COLLEGE

Underage Admission Waiver

Boulder County Campus
2190 Miller Drive
Longmont, CO 80501
303-678-3722
Fax: 303-678-3637
BCCAdmissions@frontrange.edu

Brighton Center
1850 E. Egbert Street
Brighton, CO 80601
303-404-5099
Fax: 303-655-1763
Frcc.brightoncenter@frontrange.edu

Larimer Campus
4616 South Shields
Fort Collins, CO 80526
970-204-8107
Fax: 970-204-8365
LCAdmissions@frontrange.edu

Westminster Campus
3645 West 112th Avenue
Westminster, CO 80031
303-404-5414
Fax: 303-404-5150
WCAdmissions@frontrange.edu

Front Range Community College (FRCC) strives to provide quality instruction and support for all students attending post-secondary classes on the campus. Students who are conditionally admitted based on the underage admissions policy are granted the same rights and have the same responsibilities as any other college student. Therefore, it is required that each underage student and her/his parent review the information listed below and sign the acknowledgement indicating that they understand and accept responsibility for the decision to enroll.

1. I understand that the student must adhere to all college policies and deadlines as outlined in the college catalog and course schedule.
2. I understand that there could be classroom discussion or materials that the student/parent may not consider age appropriate for an underage student. If the student or parent is not comfortable with an assignment or classroom discussion, the faculty member is not required to substitute an alternate activity or grading exercise.
3. I understand that the grade received by the student is part of the student's permanent post-secondary academic record and may affect the student's eligibility for college scholarships or freshman/first-time status at other institutions of higher education.
4. I understand that, while the student will have equal access to any academic support services offered to the student body, no extraordinary academic measures will be granted the student due to underage.
5. I understand that the student's academic record (grades, attendance, progress, etc. in class) cannot be accessed by the parent without a written release, signed by the student in person at the Admissions and Records office.
6. I understand that the faculty member will provide standard updates on academic progress directly to the student. This may include graded homework, graded test papers, etc. In a college environment, attendance is not reported, and faculty members do not provide written or personal/telephone summaries throughout the semester.
7. I understand that the student is expected to comply with the FRCC Student Code of Conduct. Violations of the Code of Conduct will result in disciplinary action as outlined by the FRCC College Discipline Process. Parents are responsible for any student supervision required when the student is on campus but not in class.

I have reviewed the information listed above. I acknowledge the responsibilities and limitations as outlined.

Student Printed Name _____ Student Identification Number _____ Student Phone Number _____

☐ I understand that my student CCCS email is the official means of communication for FRCC. I am responsible for checking my email account through eWOLF for updates.

Courses planned for enrollment: _____

Student Signature _____ Date _____ Age as of 1st day of classes _____

Parent Signature _____ Date _____

FRCC Advisor Printed Name _____ FRCC Advisor Signature _____ Date _____

Dean of Student Services Signature _____ Date _____ Term of admittance _____

Office use only

Term: _____ Hold removed? †Yes †No Date student notified _____

☐ †SOATEST attached

☐ †Student is participating in PSEO, GTC, Concurrent Enrollment, or Fast Track

Update by the Office of the Registrar 04-22-2013

Combining College and Summit Classes

Summit values the Colorado initiative for parent choice in education and we are excited about the growing number of opportunities we provide for our students. Summit has a full time program for students in grades 9-12 and a part time program for students in grades K-12. This guide helps parents understand combining college and Summit classes when planning their child's schedule.

Guiding principles:

1. The Summit Academy has two different programs for students in grades 9-12. The full time and part time programs operate differently. *

2. While The Summit Academy has grown in the number of opportunities it provides to our families and students, Summit still supports parents in the directing of their child's education and in no way wants to encroach upon those parental responsibilities. The Summit Academy encourages parents of all students to maintain an active role in planning the education and the teaching of their children.

3. Planning the education of a student may include a variety of factors: academic subject matter (i.e., science, English, etc.), special education for learning disabilities, gifted education, extracurricular activities, worldview, athletics, music, etc. Summit is pleased to be able to provide opportunities to support the efforts of parents in many of these areas.

4. Small class sizes are vital to the success of students in a one-day-per-week program.

Part Time Students in grades K-12:

1. Must attend a full day of Summit classes one day per week. Concurrent Enrollment students do not have to attend Summit, or may enroll in less than a full day of classes.*

2. If two desired classes conflict in the time schedule, students and families may need to complete one of those subjects at home.

3. The only exception to the above is when a 9-12 grade academic class is only offered on one day, and not on the child's regular attendance day.

Full Time Students:

1. Must meet graduation requirements by enrolling in college and Summit classes.

2. May attend classes at Summit on more than one day in order to accommodate a college schedule and graduation requirements.

3. May not enroll in more than 6 hours of Summit classes without director approval.

* For more information, refer to The Summit Academy Full Time/Part Time Comparison Sheet on the following page (or in your Concurrent Enrollment packet or on our website at http://www.thesummitacademy.org).

Full Time vs. Homebased (2017-2018)

	Full Time Summit Student		Part Time Summit Student (Homebased)	
Course Load	12 College Units (More allowed upon approval)	3-11 college units	Up to 2 College Classes, Maximum 9 hours	No College Classes
Summit Class Schedule	Summit classes not required.	Enrolled in 6 class hours at Summit.	Summit classes not required.	Full day (6 hours) required a Summit.
State Testing Required	Yes	Yes	No Part time students wanting to take the PSAT, SAT, or ACT should register on the national registry at www.collegeboard.com or act.org.	
Sports	Enrollment in Summit does not affect sports eligibility. Summit is without a sports program, therefore, students may play in the district of residence or their district of attendance. Student should check with their coach about school eligibility.			
Must meet Jeffco graduation requirements	Yes	Yes	No	No
Individual Academic and Career Plan (ICAP) required	Yes			
Tuition Stipend To be used for tuition, fees and new, rented, or used texbooks.	$2200/semester No stipend if student participates in Summit classes.	No Stipend Only tuition is paid.	$1100/semester No stipend if student participates in Summit classes.	No stipend
Eligible to participate in graduation ceremony	Yes			
Eligible for Jeffco Diploma	Yes	Yes	No	No
Eligible to participate in ASCENT	May participate as a **full time** Ascent student. Must have completed graduation requirements and 12 college units before Ascent year and be a full time student for junior and senior years.		No	
School Enrollment	High school graduation requirements while full time enrolled must be college and/or Summit classes only.		Must be enrolled in a private or home based education, followi the Colorado law for home based education.	
Meet requirements of Homeschool Law	No Full time students are no longer homeschooled and should not turn in a letter of intent to homeschool.		Yes	
Change FT/PT status mid year	Yes, a full time student may drop to part time status for 2nd semester.		No, a part time student may not increase to full time during th year.	
October Count Attendance Verification Form Required	Yes	No	Yes	No

Full Time vs. Homebased (2017-2018)

The Summit Academy

Students participating in the Summit Academy Concurrent Enrollment Program may choose to participate as a full time student. The chart below is a guide to help parents understand the difference between a part time, home based student and a full time student. The full time program is open to students who transfer from a additional public school setting, or students who transfer from the Summit part time program. It is important fo reviously home based students and their parents to understand the impact of becoming a full time student. Th chart below outlines the differences according to Colorado homeschool law, C.R.S. 22:33:104.5.

22-33-104.5. Home-based education - legislative declaration - definitions - guidelines

Home Based Law section	Summary of Title 22, C.R.S. 33: School Attendance Law of 1963 Section 104.5, as amended	**The Summit Academy Full Time Student**
(1)	parent to choose proper education and training subject to minimum state controls	State and School District choose education and training subject to state and district regulations.
(2)(a)	education takes place in the home by the child's parent or by an adult relative of the child designated by the parent	All Summit classes are taught by teachers certified through No Chi Left Behind legislation.
(3)(a)	the parent(adult relative) not subject to the requirements of "Colorado Educator Licensing Act of 1991"	teacher subject to the requirements of "Colorado Educator Licensing Act of 1991"
(3)(b)	shall not be subject to compulsory school attendance	subject to Colorado compulsory school attendance
(3)(e)	Parent shall notify school district of their intent to establish a home based program	The full time student is no longer participating in a home based program, so no notification is necessary.
(3)(f)	Student is required to be evaluated in grades 3,5,7,9, and 11 with a nationally standardized achievement test.	The full time student is subject to all district testing requirements p their grade level.
(3)(g)	Parent is responsible for maintaining student records.	The school maintains a transcript. Summit and college grades become part of a student's permanent record.
(6)(g)	The records shall be maintained on a permanent basis by the parent in charge and in control of said program. Includes attendance, test and evaluation results, and immunizations. Does not include transcripts.	The records shall be maintained on a permanent basis by the school district. Includes attendance, test and evaluation results, and immunizations. Full time students have a complete school district formatted transcript - Jefferson Academy requirements for graduation.

ASCENT Program

The Concurrent Enrollment Program allows students to continue to take college-level, guarantee transfer or other upper level approved courses after the senior year has been completed. This "5th Year" program is called ASCENT, and through this program, Summit Academy will pay the tuition portion of each student's community college bill for two consecutive semesters beginning in the fall after the senior year (fall and spring semesters). Books, fees, room and board, transportation, etc. are not paid for through the ASCENT program.

To qualify for the Ascent Program, students must:

1. Have completed their senior year and be under the age of 21.

2. Have not graduated from high school.

3. Have earned a minimum of twelve (12) semester hours of guarantee transfer college credit by the end of their senior year.

4. Have been a full time student their 11th and 12th grade years.

5. Not need any remedial course work in English or Mathematics. This means the student has met the minimum scores on the ACT or SAT or Accuplacer in reading, writing, and mathematics.

6. Be accepted as an Ascent student at a Colorado institution of higher education that is state funded/supported (no private schools). This would include community colleges, junior colleges, and four-year colleges/universities that choose to be a part of the Ascent Program.

7. Be registered in the College Opportunity Fund (COF).

Class Information

The Summit Academy Program is part of Jeffco Schools, is sponsored by Jefferson Academy Secondary School, and is open to students in grades K-12. Summit has a full time program for students in grades 9-12 and a part time program for students in grades K-12. Summit values the Colorado initiative for parent choice in education and it's our desire to provide opportunities to meet the educational needs of our students.

Home Based (Part Time):
The Summit Academy recognizes that the parent is the primary educator for their students and that parents are using The Summit Academy to supplement their home education. Please read the descriptions carefully before choosing classes.

Full Time:
High school students participating in college and Summit classes may choose to become full time students. Interested students should meet with the high school counselor to discuss class options and course sequence. Classes should be chosen to complete the student's Individual Career and Academic Plan (ICAP) and Jeffco graduation requirements.

The course descriptions in the course catalog outline the requirements of the class, the text used, class fees, if applicable, and homework rating information.

Parents are required, even at the high school level, to set high standards and monitor completion of assignments.

All high school classes earn a 0.5 high school credit per semester. 3 semester hour college courses count as a 0.5 credit. 4 or 5 semester hour classes earn a 1.0 credit.

Note About Classes:
Not all courses listed in the catalog are offered each year. Parents should refer to the Class Schedule to determine which classes are offered each class period. Parents request classes for their child's schedule online at www.thesummitacademy.org during the class registration period. Priority is determined by a number of factors, including previous Summit attendance, age, and in some cases, need. Part time students may only participate on one day. Full time students, based on graduation requirement needs and college schedule, may be able to take classes on different days.

How to Get Started:

1. Register online at www.thesummitacademy.org

2. Not all classes are offered every year. WHY? We rotate electives to keep things fresh and provide students with more opportunities as time goes by. Check the Class Schedule to see what is offered this year.

3. Priority is given based on previous Summit enrollment, age, and need. Students in the age category for a class have priority over those who are outside the age category.

4. When a class fills, we are often able to add sections or make arrangements for classes to meet the needs of our students.

5. You will receive an email confirmation of your selections. You will be notified if there are problems filling your schedule.

6. Home-based students must choose all of their classes on one attendance day. Full time high school students may choose classes on multiple days in order to meet graduation requirements and to work around their college schedule. Full time students may take up to 6 hours of Summit classes. More academic classes may be added with permission, if needed to meet graduation requirements.

A Note From Stephanie:

Dear Parents and Students,

I hope you enjoy this year's list of classes. It is such a blessing to be able to offer a "cafeteria plan" where you, the parent, can choose from great classes to supplement your homeschool program. I highly recommend a knowledge based educational program rich in content. Critical thinking, mastery of technology use, and communication are also important skills. Summit's goal of combining these skills with content has been a tremendous addition to my family's home school program and I hope it will be with your children as well. Even though I am unable to talk to each one of you about your child's needs, I think we have a great line up for your family.

This year, we are continuing to incorporate Project Based Learning (PBL). PBL activities incorporate traditional class skills (or maybe not so traditional skills) to bring learning to life. Problem solving moves off the paper to meet your child in the real world. I am anxious to see the new growth that will appear.

Technology is an ever changing, growing part of life. Summit is able to provide our teachers with varied teacher development opportunities and all of our teachers are looking over their class activities to figure out where we can add opportunities for students to productively incorporate technology into the learning process.

Communication and collaboration tend to be important buzz words in education today. Being able to communicate and work together are important in both relationships, activities, and careers. Summit emphasizes this is all our classes and we are fortunate to have many small group opportunities to facilitate growth in this area.

As I said last year, Summit has certainly grown and changed over the years. There are things I miss. Mostly, I miss knowing each of you and your kids on a personal level. This continues to be one of my goals, and I apologize in advance if I ask you your name too many times. After looking over these classes, I hope you and your children look ahead to the school year with much anticipation. It is my hope that these classes will provide your children with wonderful learning opportunities where they will grow in their love of learning and content mastery.

Class Period Bell Schedule

Time	Period
8:25 – 9:27 AM	1st Period
9:30 – 10:27 AM	2nd Period
10:30 – 11:27 AM	3rd Period
11:30 AM – 12:15 PM	Lunch
12:18 – 1:15 PM	4th Period
1:18 – 2:15 PM	5th Period
2:18 – 3:15 PM	6th Period

Fee Schedule

Fee Title	Fee
Activity Fee	$25
Graduation Fee	$40
Guitar Books	$15
Piano Books	$15
Economics	$15
Lifestyle Health	$15
IEW Elementary and Middle School Writing 1	$19
Kindergarten Workbook	$22
Mountain Lab School (Due March 1)	$140
Environmental Science (Due March 1)	$140
Elementary Spanish (All 4-6) Level 1 or 2	$15
Ameritowne	$20
International Towne	$20
Sewing Classes (Sewing kit and materials for 12 projects. List will be distributed at Orientation)	Varies

Class Ratings

The Summit Academy has a variety of classes, both academic and enrichment classes. Classes are designed to be engaging and interactive, building teamwork and helping students to develop group and academic skills. The class rating system was developed to help parents choose classes to fit the needs of their student and the home school program. The rating gives you, as the parent, an idea of how much outside work willneed to be completed to meet the requirements of the class. The rating system is not an exact measure, but a helpful guideline. Parents should also factor in student age and ability.

Classes are rated from 1 to 5. The number corresponds to the number of days a student is expected to complete work in this class. For example, a "1" is a no homework class. Students work 1 day per week while at Summit. A "5" is a class that requires a day at Summit and 4 more class periods at home. A 5 is considered a "complete" academic course, earning high school credit. A class period at home is generally figured as follows; however, time is dependent on several factors, including student ability and attention.

- 1st – 3rd grade — approximately 20 minutes
- 4th – 6th grade — approximately 30-40 minutes
- 7th grade and up — approximately 1 hour

Class Ratings:
1 = No homework
2 = 1 day at The Summit and 1 class period at home
3 = 1 day at The Summit and 2 class periods at home
4 = 1 day at The Summit and 3 class periods at home
5 = Full curriculum class. Parents will want to set aside time each day to meet the requirements of this class.

Please review the Class Schedule to determine the period each class if offered. **Not all classes are offered each year.** Go to www.thesummitacademy.org to determine dates to register for classes. Choose one class for each period. Classes will be filled in the order registrations are received, with current students receiving priority. Priority dates and deadlines will be published on the website during open registration. Please note, there are plenty of classes, and getting a suitable schedule is rarely a problem.

Note For 6th Grade:
Our elementary program is designed as an enrichment to supplement your home classes. Some parents may desire their 6th grader to participate in a more rigorous middle school program. Sixth grade students MAY participate in academic classes; 6th graders may **NOT** participate in 7-12th grade **electives**. See the 7th-12 grade course descriptions for more info about these classes:

- Middle School U.S. History
- Pre-Algebra
- Middle School General Science
- Beginning Guitar
- Middle School Writing

Staff Information

Leadership:

Jeffco Superintendent: Dr. Jason Glass
Achievement Director: Dr. Tom McMillen
Executive Director, Jefferson Academy: Tim Matlick

Principals:
The Summit Academy: Stephanie Scarato
The Summit Academy South: Allycia Taussig
Jefferson Academy Secondary: Heather Grantham
Jefferson Academy Elementary: Debra O'Neill

For all The Summit Academy staff members and teachers, e-mail addresses see below.

Office Staff:

- Principal's Secretary: Amy Barbour
- Attendance/Records/Communications: Amy Barbour
- Medical Coordinator, Registrar, and Purchasing: Allycia Taussig
- Textbooks: Monika Dunne and Amy Barbour
- Tech Support: Asha Merkes
- Volunteer Coordinator and Secretary: Amy Barbour

Teachers:

Anna Lynn: aelynn@jeffcoschools.us

Anthony Gallegos: anthony.gallegosmts@gmail.com

Bonnie Ritschard: britscha@jeffcoschools.us

Cynthia Krebs: ckrebs@jeffcoschools.us

Dana Paige: danapaige2010@gmail.com

Gudrun Fraser: gfraser@jeffcoschools.us

Jana Sweeney: jsweeney@jeffcoschools.us

Jenny Matthews: jtmatthe@jeffcoschools.us

Lisa Singer-Kamicar: lsingerk@jeffcoschools.us

Lori Berhow: lberhow@jeffcoschools.us

Patricia Saldarriaga: psaldarr@jeffcoschools.us