

Summit Charter Academy Mathew Campus Student Handbook 2016-2017



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Summit Charter Academy

Dear Parents, Students, and Guardians of the Summit Charter Academy:

On behalf of the entire teaching faculty and staff, welcome to the 2016-2017 school year here at Summit Charter Academy- Matthew! This handbook will highlight for you the many important schedules, rules, procedures, and expectations for the upcoming school year.

Our charter school is a school of choice. As parents or guardians, you have thoughtfully selected this school because you believe that this staff, school, and program will provide a great education for your child and that it will prepare him/her to be a successful, influential, and responsible citizen of our world and community in the 21st century.

We value teaching the whole child and look forward to meeting your child's individual learning needs. We firmly believe that every child can learn and has great potential. Along with academic excellence we believe it is equally important to develop and practice the six pillars of character: Respect, Responsibility, Fairness, Trustworthiness, Caring, and Citizenship.

I look forward to working with all of you as we make our students' academic success our highest priority. Thank you for choosing Summit Charter Academy Mathew!

Respectfully,

Mrs. Lily Shimer, Principal

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Schedules

School Schedule

School Start and Stop Times: School starts at 8:15 a.m. for ALL grade levels. Students will not be allowed on campus before 7:45. At that time, they must go to the cafeteria, where they can eat breakfast or wait patiently. Please plan for an EARLY RELEASE every Wednesday so that our teachers can work together to ensure academic success for our students.

Grade Level	Monday	Tuesday	Wednesday	Thursday	Friday
TK-3	8:15-2:45	8:15-2:45	8:15-1:00	8:15-2:45	8:15-2:45
4-6	8:15-3:10	8:15-3:10	8:15-1:00	8:15-3:10	8:15-3:10

RECESS BREAK	LUNCH BREAK
TK & K: 9:45-10:00	TK & Kindergarten: 11:00-11:45
1 st grade: 10:00-10:15	1 st grade: 11:15-12:00
2 nd & 3 rd grade: 9:45-10:00	2 nd grade: 11:30-12:15
4 th , 5 th , & 6 th grade: 10:00-10:15	3 rd grade: 11:45-12:30
	4 th & 5 th grade: 12:00-12:45
	6 th grade: 12:15-1:00

Holidays:

Labor Day	September 5
Veterans Day	November 11
Thanksgiving	November 23-25
Winter Break	Dec 19-Jan 9
Martin Luther King Jr	January 16
Lincoln's Birthday	February 13
President's Day	February 20
Spring Break	March 20-24
Memorial Day	May 29

Minimum Days (Dismissal 1 Hour Early: TK-3@1:45, 4th-6th@2:10)

August 18: Back to school night
 November 15, 17, 21, & 22: Parent Conferences
 December 16: Beginning of winter break
 May 2: Open House
 June 2: Last Day of School

School Arrival and Departure

Student Drop-Off, Pick-up, and Parking

When picking up or delivering your child to school, please enter the drop off area at the front of the school. **If you need to leave your car, park in the designated parent parking lot or on the street.** Students and parents must use the designated crosswalk in front of the school. There will be a crossing guard there before and after school to ensure safe passage. Many of you are aware of the dangers of our students running into/through the parking lot to reach your cars. We ask that you help us keep your children safe by using the crosswalk and encouraging your student to as well. **Please do not sit in your car on the street or the middle of the parking lot and wave for your child to run to your car.** Safety is our big concern. The buses will drop students off in the bus lane. Please do not drop off your children in the bus lane as it is unsafe. Our campus is fenced for safety. The gates and doors will remain locked during school hours for student and staff safety.

Arriving and Leaving School

Students eating breakfast are to report to the cafeteria **no earlier than 7:45 a.m.** All other students are encouraged **to arrive after 8:10.** After dismissal, students are to go directly home, ride the bus, or be picked-up. **Younger students may not wait on campus for older brothers and sisters who are dismissed at a later time.** Reminder – early dismissal every Wednesday for grades K-6. Dismissal time for Kindergarten through sixth grade on Wednesdays is 1:00pm. Supervised after school care is available through the Porterville City Parks & Leisure Services after school program and/or through the Boys and Girls Club. Exceptions to this may include students staying after school to make up work, or for special activities or programs.

Fourth through sixth grade students may ride their bicycles to school if they reside within the walking-to-school perimeter for their grade level. Appropriate helmets are required by law. We encourage students to lock their bikes when they leave them in the bike rack area. Bicycle riding privileges may be revoked for students who ride unsafely to or from school. **Students may not ride skateboards or scooters on school grounds. We do not have a place to lock up skateboards and scooters, so we encourage students to leave them at home. Roller skates and roller blades are prohibited.**

Attendance and Campus Conduct

Overview

Expectations are very high for student behavior at Summit Charter Academy. We believe that school should be a safe and caring learning environment and we expect ALL students to display the kind of caring and behavior that they expect of others. We view inappropriate behavior as choices students make. It is our goal, therefore, to involve students in making proper choices, not only for themselves, but for their fellow students as well. Students

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need to learn appropriate behaviors, and learn how to resolve conflicts. We teach students that if someone does something that bothers you, nicely ask them to stop. If they don't, find an adult to help. Hitting, name-calling, and bullying are never an appropriate way to solve problems. Bullying has been identified as a significant problem on many school campuses. We intend to take any bullying very seriously. On page 5 you will find the discipline policy, adopted by the Board of Directors, in order to ensure your student's academic success.

Classroom and Campus Behavior

The foundation for establishing strong student behavior and dealing with unacceptable behavior will be in the classroom by the classroom teacher. Students will be given the opportunity to present their perspective of the problem and their feelings. Continued misbehavior will result in an office referral. Students are expected to use appropriate and acceptable language, gestures, and symbols at school. Adults who hear students using inappropriate language will reinforce with them the importance of following this rule. Repeated infractions will result in assignment of disciplinary consequences.

Behavior on the Playground

When a student has a problem on the playground, the playground supervisor will use the following guidelines:

- * The yard supervisor will determine if and how the students can resolve the conflict.
- * If the students cannot resolve the conflict fairly, they will proceed to a designated time out area until they can do so.
- * Acts of premeditated aggression and severe violations of safety code will be dealt with by the Principal who will take appropriate disciplinary action.

Student Referrals

Students who are experiencing continual disciplinary measures in the classroom and/or on the playground will be formally referred to a school administrator. Parents will then be notified by phone and/or referral report that indicates the problem and the consequences. Since we have high expectations for exceptional student behavior, immediate parental support is expected to work with school staff to help students make better choices.

Summit Charter Academy Discipline Steps

All students are expected to practice and model good character, as well as follow rules set forth in the Student Handbook, at all times. If you do not conduct yourself in a manor consistent with the Student Handbook, or at the discretion of the school administration, here's what will happen (serious offenses will go directly to step 3, step 4, or step 5):

Step 1: Your first behavior referral:

- You will have a conference with the principal or designee.
- Your parents will be called.
 - **If you go 10 consecutive school days with no more referrals, you will be removed from the Discipline Track (a clean start).**

Step 2: Your second behavior referral:

- You will have a conference with the principal or designee.
- You, your teacher(s), and your parents must complete and sign a Behavior Action Plan.
 - **If you go 20 consecutive school days with no more referrals, you will move back to STEP 1.**

Step 3: Your third behavior referral:

- You will have a conference with the principal/designee.
- Your parent(s) will be contacted by phone or in person immediately.
- Your Behavior Action Plan will be modified.
- You will serve a school suspension for a **minimum of 1 day or up to 5 days. If you are sent to the Community Day School you will serve a minimum suspension of 10 days.**
- You and your parents will meet with the Student Study Team.
 - **If you go 30 consecutive school days with no more referrals, you will move back to STEP 2, unless you are sent to the Alternative Day School a second time. If that's the case you will not be able to regress to a step lower than STEP 3 for the remainder of the school year.**

Step 4: Your fourth behavior referral:

- You will have a conference with the principal.
- Your parent(s) will be contacted by phone or in person immediately.
- You will be suspended from school **for a minimum of 5 days** and may be involuntarily assigned to the Community Day School **to serve a minimum suspension of 10 days**
- You will appear in front of the SCA board and your attendance **MAY** be revoked.
 - **If you go 60 consecutive school days with no more referrals, you will move back to STEP 3, unless you are sent to the Alternative Day School a second time. If that's the case you will not be able to regress to a step lower than STEP 3 for the remainder of the school year.**

Step 5: Your *LAST* behavior referral.

- Your parent(s) will be contacted by phone or in person immediately.
- You may be recommended for Expulsion from Burton School District and/or you may be involuntarily assigned to the Community Day school.
- Your enrollment at Summit Charter Academy **WILL** be revoked, Board approval not necessary for revoking enrollment at this step. If you would like to appeal Administrations decision to revoke your enrollment, you may ask to be placed on the next available board agenda).
- You and your parents may be required to attend an Expulsion Hearing.

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Dressing for Success!

All students are expected to dress and groom in a manner that is conducive to the learning process, demonstrates respect for themselves and others, and promotes cleanliness and safety. Any clothing, hairstyle, or accessory (even if not specifically mentioned) that creates a safety or health concern, draws undue attention to the wearer, or detracts from the educational process is prohibited. Clothing must be neat, clean, without holes or rips, and acceptable in appearance; therefore, students, visitors, and volunteers will follow these guidelines:

- *Shoes that are appropriate for school activities must be worn at all times. Shoes must have a back strap (no flip flops) and cannot have high heels. Appropriate shoes are required for safe participation in physical education.
- *Sunglasses and hats must be worn correctly (bill in front) and are not permitted indoors.
- *Your hair must be cleaned and groomed and may not interfere with the educational process. No unnatural hair coloring (permanent, temporary, or extensions) or distracting hairstyles.
- *Shorts, skorts, skirts, and dresses must cover the underwear when sitting, standing, or bending. Shorts must have a minimum 3 inch inseam. Skirts and dresses must be longer than extended fingertips.
- *NO BAGGING...NO SAGGING. Pants must fit at the waist, hips, crotch, and thighs. Pants and shorts that are too baggy or show the underwear are not allowed.
- *Modesty should be the key to dress. No backless, bare midriff, strapless, or see through/net type tops are to be worn. Tank tops must have at least a one inch thick strap. Shirts must be long enough to extend below the waistline when hands are raised above the head. Shirts longer than the fingertips must be tucked in (if you cover the shorts, the shirt is too long).
- *Under garments may not be exposed at any time.
- *Clothing, jewelry, or other accessories may not advocate, promote, or advertise prejudice of any kind (racial, ethnic, religious, etc.), unlawful acts, weapon display, crude and obscene language or graphics, or the use of tobacco, drugs, or alcohol.
- *Clothing and accessories that may be a potential weapon may not be worn (steel-toed shoes, chains on wallets or belts, and items with spikes or studs are prohibited).
- *No clothing, hats, jewelry, or other accessories that, by virtue of its color, arrangement, trademark, or any other attribute, denotes affiliation with or promotes membership in a gang. No bandanas of any form are allowed.
- *Piercings may be worn in ears only. Other piercings are prohibited and must be removed at school.
- *Permanent and temporary tattoos must be covered at all times. Writing and/or drawing on the body is prohibited.
- *Pajamas and slippers are not allowed (except for designated dress up days).

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*In excessively hot weather, students are encouraged to wear sunscreen, drink plenty of water, and to limit physically stressful activities.

Inappropriate dress will cause students to be sent to the office to call home for appropriate clothing. Multiple violations will result in consequences. The principal reserves the right to make decisions about the appropriateness of dress items that may not be covered by the above policy.

Homework Policy

Students will have homework every night, Monday through Thursday, and in some cases may have to work on special projects over the weekend. Homework is designed to supplement the standards that are being taught in the classroom.

It is Board Policy that students have 10 minutes per grade level (i.e. K-10 minutes, 1st Grade-20 minutes, 2nd Grade-30 minutes, 3rd Grade-40 minutes, etc.) of homework each night and additional minutes of reading.

Students are expected to complete and return their homework every day. Students who choose not to do their homework may be required to call home and notify their parents or may be asked to stay inside at recess time to finish.

Community Service Requirement

Student Community Service Hour Requirements

(To be completed by the end of the 6th grade)

K-6: 10 Cumulative Hours

**For example, your student could volunteer one hour in kinder, one hour in 1st, one hour in 2nd, one hour in 3rd, and two hours in grades 4th through 6th, for a total of ten hours. Please note that this is only one example--other combinations are possible. The goal is to complete 10 hours by the end of your sixth grade year.

Hours must be preapproved by an administrator or designee.

Examples:

- Volunteering in a retirement home
- Volunteering at the Women's shelter
- Assisting with graffiti removal
- Volunteering in the Library
- Volunteering at a school
- Volunteering in a hospital
- Assisting Elderly neighbors
- Tutoring other students

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- Campus Beautification (outside of school hours)
- Participating in community-service
- Projects as a member of a youth organization
- Providing service to Community Service Organizations such as Service clubs, Chamber of Commerce, etc.

Parents, school staff members, or officials of the agency being assisted can validate that the student has performed the community service by filling out and signing the form.

Absences/Tardiness

Regular attendance is EXTREMELY IMPORTANT to your student's success and to the success of our school. Please do your very best to have your student in school at all times. If your child must be absent, please notify the school before 10:00 a.m. More than 3 absences/tardies will be brought to the attention of the Principal who will contact you to inquire if we may assist in helping your child's attendance improve. After excessive absences and/or tardies students will need to be excused with a doctor's note.

Since state law requires school attendance, students continuing to fail to meet the state guidelines for school attendance will be referred to appear before the Burton Attendance Review Board (BARB) and could be referred to the School Attendance Review Board (SARB).

Please note the following attendance information:

1. **Excused Absence**: Limited to verified illness, quarantine, medical/dental appointment, or funeral of immediate family member.
2. **Personal Absence**: Includes court appearance or religious holiday.
3. **Unexcused Absence**: Unexcused absences are those which do not come under any of the definitions of excused absences. Such absences may be reflected in the student's final grade.
4. **Tardy**: School starts promptly at 8:15 each day. Students are considered tardy at 8:20 and must report to the office for attendance clearance. Continued tardiness (5 minutes or more late to class) is considered a serious matter. Promptness to class is very important. Students are expected to be in their places, ready to work at the appropriate time. Leaving school prior to dismissal time is also considered tardy. We ask that you schedule your child's medical or other appointments after school hours whenever possible. Students arriving late or leaving early must check in/out at the school office.
5. **Truancy**: Any pupil who is absent from school without valid excuse for more than 3 days in any school year is considered truant, and shall be reported to the attendance supervisor.

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Tardiness and Early Departures

Please, since attendance is so critical, we ask that you schedule students' medical or other appointments on Wednesday afternoon or on a minimum day whenever possible. Students arriving late or leaving early must check in at the school office. Parents should go to the office for help in checking their children out of school. School personnel will record the necessary information and times of arrival or departure. If a student arrives late or leaves early for a medical or dental appointment, a doctor's note must be provided in order to excuse the tardy.

School Visits

At this charter school, parent involvement is important to our success both on campus and at home where your support is vital. We invite parents to visit their child's classroom any time after the first two weeks of school. We ask that you adhere to the following procedures to ensure the safety of our students:

1. Schedule your visit in advance with your child's teacher.
2. Prior to your visit, fill out and turn in the Burton School District volunteer application/Megan's Law clearance.
3. Once you have received volunteer clearance, check in at the school office **BEFORE** going to a classroom. You will be given a guest pass.
4. Visitors without a guest pass will be asked to return to the office to check in.

Personal Belongings

Children are not to bring toys or items that are not a part of the educational program unless specifically asked for by the teacher or allowed by the Principal (i. e. Computer games and/or toys, iPods, and cell phones will be taken away and can only be picked up by a parent from the office.) Cell phones are only permitted if they are not seen or heard at anytime while on campus. Otherwise they will be taken away because they create disruptions in classrooms and distract students from the learning process. Trading cards of any kind are not allowed on campus. Toys /games will be confiscated until the last day of school. Please put your child's name on coats, sweaters, lunch pails, etc. If your child is missing a personal item, please have them check the "lost and found". Unclaimed items will be donated to a charitable organization twice a year.

Medications on Campus

The State Education Code provides for administering prescription medication in school if the school district receives:

- 1) A written statement from the doctor detailing the method, amount, and time by which such medication is to be taken.
- 2) A written statement from the parent or guardian of the pupil indicating their desire that the school give the medication. All prescription medication must come in the original bottles. They may not come in other containers such as baggies or syringes.
- 3) **No over-the-counter medication may be sent to school.** We are not allowed to give them, even with parental consent. Over the counter medications are aspirin, Tylenol, cough syrups, etc., purchased at a drug store without a Prescription. If your child needs to take prescription medication in school, please bring it to the school office and sign the proper form. Be sure that the doctor sends a note with you or you will be required to return to his/her office and get one. **Each school year, parents and doctors will need**

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to fill out new forms to take medication in school, even if it is the same medicine your child took last year. It is your child's responsibility to come to the office and get his/her medicine at the correct time.

Scheduled District Parent/Teacher Conferences

These are held once during the school year. This allows you the opportunity to speak with your child's teacher about his/her progress. Please make every effort to attend this conference. Of course, we encourage you to contact your child's teacher whenever you have a concern. If you call the school office, a meeting can be arranged between you and the teacher.

Report Cards

Report Cards are issued at the end of every trimester. Report cards provide parents with a picture of how their child is academically progressing. The report card also provides a forum for discussion. Please make an appointment with your child's teacher if you have concerns regarding their academic progress. At the end of the school year, final report cards will be held if the student owes money for lunch charges or books.

The Summit Charter Academy PTO

The role played by parents in preparing children for school is enormous. Parents play a crucial role in their children's education. Children learn better if, in addition to being provided a good instructional program, they receive the ongoing support of parents. At Summit Charter Academy Mathew, our PTO is a dynamic organization of parents and community members devoted to support our school and students. We invite and encourage parents to actively participate in a variety of school programs, such as fund-raising, academic support in classrooms, field trips, and campus improvement projects.

Parent Volunteers

Parent volunteers in the classroom provide an extra pair of hands, a caring individual who can offer needed one-on-one academic support, or perhaps a listening ear. When parents participate in school, all students benefit. If you are interested in volunteering at Summit Charter Academy, please call the school and speak with your child's teacher or the Principal. Please remember that each family is required to volunteer 30 hours per year in order to comply with the Parent/Student Compact. Prior to volunteering, you must fill out and turn in the Burton School District volunteer application/Megan's Law clearance.

Field Trip Guidelines

Please note that all field trips are different and therefore have different guidelines. Our primary goal is the safety of our children. Please do not expect that just because guidelines were established for one trip that they will be the same for the next fieldtrip.

1. Clearance Level necessary for a fieldtrip will be determined by the teaching staff and administration in accordance with Board Policy.
2. All parents chaperoning the field trip must follow timelines and requirements set forth by the teacher and administration or they may not be chosen to chaperone in the future.

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- a. For example, if there is a rule of no shopping, please do not visit gift shops for the duration of that field trip (even if you buy something for the whole group).
3. If you do not volunteer as a chaperone/meet guidelines/or are not selected to be a chaperone, you may not attend the field trip. While we realize that most field trips take place in public places, therefore are accessible to everyone, you will not be allowed to accompany any groups associated with the field trip. Your student will also not be allowed to go with you throughout the field trip. Field trips are meant to be a learning experience shared with students attending the field trip. Our first priority is for the safety of students. If the field trip is such that we can accommodate all parents who want to chaperone, we will try our best to do so. Please realize that this may not always be the case.
4. If you are planning on picking up your student at the conclusion of a field trip, release of liability forms must be turned in prior to the departure date. The office must have all copies of this form prior to the fieldtrip.
5. Chaperones are not allowed to take other children (siblings, etc.) on field trips (no matter the age).
6. Some field trips will require that chaperones participate in the transportation model of the field trip. If you are unable to participate in the transportation, you will not be considered as a chaperone for that field trip.

***Please note that your clearance does not expire at the end of the year. For example, if you are cleared at a level three when your student is in kindergarten, you are still cleared at a level three (unless revoked due to a violation) when they are in third grade, etc.

Cafeteria

We encourage parents to pay for lunches in advance. Payments can be made any morning between 7:45-8:15 a.m. in the cafeteria to the cashier. **Parents and students are asked to make payments in the cafeteria instead of the office to help reduce office traffic.** After 8:15 a.m., payments will be taken from parents in the office.

Meal costs are as follows:

Kindergarten through 5 th grade:	Breakfast - \$1.25	Lunch - \$2.35
6th grade:	Breakfast - \$1.25	Lunch - \$2.60

Students will receive an application to apply for a free or reduced lunch at the opening of school. Reduced breakfast prices are \$.30 per meal and reduced lunch prices are \$.40 per meal for families that qualify.

Lunch charges are discouraged. However, we know that there will be times when students will charge. Please help by paying lunch charges promptly.

Other Considerations

The Burton School District provides the textbooks necessary for your child's educational program. Our students are expected to care for textbooks and library books. Lost or damaged books and materials must be paid for by the student responsible for them. Your child's teacher may also provide a suggested list of supplies.

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Parents are financially liable for damage to the equipment and/or facilities by students. This is especially true of acts of vandalism and graffiti.

After School Care

The Porterville City Parks and Leisure Services department will host a Recreation After-school Program at several sites in the Burton District for kindergarten through 6th grade, beginning at 2:45 p.m. and lasting until approximately 5:45. We can provide transportation from SCA Mathew to any of the City programs in our District. This program is run completely by the city. You must contact the city to sign up for this program. The phone # is 782-7461.

The Boys and Girls Club will operate a three-hour after school program consisting of the following components:

- Enrichment (may include; art, music, crafts, etc)
- Physical activity (may include; sports, dance, etc.)
- Academic support (standards based)

The Summit Charter Academy School Compact

As a condition of attendance at the school, each student and his/her parents/guardians must sign and return the Charter compact. The compact will be sent home on the first day of school with all enrollment forms.

The purpose of this compact is to strengthen the bonds between the Summit Charter Academy staff (teachers and administration), its students, and parents or guardians. It will clarify the expectations, roles, and obligations of all parties. This compact must be signed by all parents/guardians and their student (with age-appropriate simplification). Signing of this compact is required for admission to and continued enrollment at the school. **By signing the compact, parents agree to follow all school policies/procedures, including pick up and drop off procedures to ensure student safety!**

Should the parents or student substantially and continually fail to honor these contract conditions, the school reserves the right, as a last resort, to dismiss the student from the school. Prior to dismissal, the following due process steps will be observed:

1. The student and his/her parents will be notified of the reasons for the recommendation of dismissal.
2. A hearing will be held by the Board of Directors, at which time the school staff, the student, and the parents will have opportunity to present evidence and testimony supporting or opposing the recommendation. The Board of Directors will make a final decision regarding dismissal or a lesser alternative.

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The Summit Charter Academy Admission Policy

SUMMIT CHARTER ACADEMY ADMISSION POLICY and REGULATIONS Approved April 23, 2014

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

- 1) Be a resident of California
- 2) Student and parent/guardian sign and maintain their commitment to the School Compact. This compact identifies the roles and responsibilities for the student, parent/guardian, and the school staff in providing a strong home-and-school support system that will be a cornerstone to strong student achievement. Continued attendance at the school will be contingent upon fully honoring the terms of the compact.

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

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

Continued attendance at the school may be contingent upon fully honoring the terms of the School Compact. Family members who violate the terms of the Compact may lose their child (s) attendance privileges. Students will be allowed to continue their attendance at the school in the following year if the terms of the School Compact have been substantially met by March 15th of the current year, as determined by the Board of Directors. The Board may deny automatic continued enrollment for these reasons:

- 1) There is documentation that the student/parents have not maintained his/her responsibilities for academic performance, behavior, or attendance, despite the school's interventions to aid the student and family in this matter.
- 2) The parent/guardians have not completed a majority of their service hours by March 15th, or have not met the full 30 hours by the end of the school year.

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

The Board of Directors reserves the right to deny continued enrollment for reasons not listed here. Summit Charter Academy is one school, under three roofs (Summit Charter Academy Mathew, Summit Charter Academy Lombardi, and Summit Charter Collegiate Academy). If enrollment is denied at one site, students may not enroll at another site unless decided differently by the Board of Directors due to extenuating circumstances. If granted the ability to reapply for admission, the procedures for new applicants would need to be followed. The Board will attempt to open enrollment for the following year by January

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15th. If, during enrollment signups for the following school year, more students apply than can be admitted, the following admission priorities will be followed:

- First priority will be given to students who currently attend the school and wish to continue attendance; siblings of these students will be admitted if space is available and other Charter Policies have been met.
- Students in grades 1 – 12 will then be permitted based on space availability. Enrollment deadline for the following year is March 1st. At that time, all students will be placed into classes if space is available. If space is not available at any grade level, a lottery will be held to determine enrollment (excluding siblings, unless there are more siblings than space permits). If grades are not full, students will continue to be admitted after March 1st, on a first come first serve basis.
- Kindergarten students will be admitted as follows:
 - Based on:
 - Program Requirements
 - Siblings
 - Attendance of Kindergarten Open Enrollment Day (if numbers exceed that of space, an initial lottery will be held based on the programs and space available. Students not admitted into the program requested will be given the option to enroll in alternative program if space is available).
 - Students will then be subject to the lottery requirements for grades 1 – 12 with enrollment deadline of March 1st (see above).
- Note: Children of founders and charter teachers are exempt from the lottery by federal law-up to the 10% threshold.
- Movement between the K – 6 sites will be based on availability and program requirements. If there is a waiting list, they will be added accordingly.

Class size limits follow the Burton School District class size limits at all grade levels (K – 12).

SCA Enrollment Procedure
First drafted: 3/15/2016
Board Approved: 3/16/2016

SCA Enrollment Procedure

Summit Charter Academy Mathew Spanish Dual Language (K6)

The structure of the dual language Program seeks a population of which 50% of the students enrolled represent Spanish dominant language ability and 50% of the students represent nonSpanish language backgrounds. In order to gain the academic and linguistic achievement that is expected from this type of program it is important to enroll students from the different language backgrounds.

Transitional Kindergarten/Kindergarten Enrollment:

(TK enrollment is based upon board approval and programmatic needs)

If the kindergarten enrollment for the Spanish Dual Language Program (Summit Charter Academy Mathew) is less than the maximum number of students and the language dominance of the students is balanced, then all siblings who apply will have a space in Kindergarten. If the enrollment is greater than the maximum in either language group (12 and 12 per classroom), then priority will be given to siblings and a lottery will be conducted and a lottery list will be established. The lottery list will be recreated each year for the next year's enrollment.

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

Lottery Protocols:

1. In District Resident will receive preference by receiving two tickets for the lottery.
2. Out of District Resident will receive one ticket for the lottery.

*Each group will be represented in the language group they qualify for (English or Spanish)

Students will be placed on lottery lists according to the appropriate group: ie sibling; in-district; out of district; and dominant language spoken. These lottery lists will be drafted based on the number drawn the day of the lottery.

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

Once a student has accepted placement in the Dual Language program their names will be removed from any other lottery list (SCA Lombardi) and cannot be placed back on the lottery list until the following year. If the student does not accept the placement offered at

Summit Charter Academy

the Dual Language program, their names will be removed from the list and their placement given to the next student on the lottery list.

First grade through Sixth grade Enrollment: Siblings will be admitted as space becomes available. If there are more siblings than spaces for a particular grade level, a lottery will occur to determine placement after the open enrollment period cutoff period. If several spots are available in a grade level, lotteries will occur in the same manner as stated above.

Due to the nature of dual immersion, if a space becomes available the district will consider filling the program with students from the lottery lists through the first semester of First Grade. Starting with the second semester of first grade and throughout the elementary program, admission will be based on the student successfully testing into the program.

Summit Charter Academy Lombardi

International Baccalaureate (IB) Enrollment Procedure (K6)

Transitional Kindergarten/Kindergarten Enrollment:

(TK enrollment is based upon board approval and programmatic needs)

If the kindergarten enrollment for the International Baccalaureate program (Summit Charter Academy Lombardi) is less than the maximum number of students then all siblings who apply will have a space in Kindergarten. If the enrollment is greater than the maximum (24 per classroom), then priority will be given to siblings (who are exempt from the lottery) and a lottery will be conducted and a lottery list will be established.

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

Lottery Protocols:

1. In District Resident will receive preference by receiving two tickets for the lottery.

2. Out of District Resident will receive one ticket for the lottery.

Students will be placed on lottery lists according to appropriate group: sibling; in district; outof district. These lottery lists will be drafted based on the family number received during the lottery. The lottery list will be recreated each year for the next year's enrollment.

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

Once a student has accepted placement in the IB program their names will be removed from any other lottery list (SCA Lombardi) and cannot be placed back on the lottery list until the following year. If the student does not accept the placement offered at the IB program, their names will be removed from the list and their placement given to the next student on the lottery list.

First grade through Sixth grade Enrollment:

Siblings will be admitted as space becomes available. If there are more siblings than spaces for a particular grade level, a lottery will occur to determine placement after the open enrollment period cutoff period. If several spots are available in a grade level, lotteries will occur in the same manner as stated above.

**Summit Charter Academy Collegiate International
Baccalaureate (IB) Early College (Grades 712)**

Seventh Grade Enrollment

If the enrollment for the International Baccalaureate (Summit Charter Collegiate) is less than the maximum number of students then all siblings who apply will have a space in grade 7. If the enrollment is greater than the maximum per grade level (150 students), then priority will be given to siblings (exempt from lottery). A lottery will be conducted and a lottery list will be established based on the protocols below for the remaining students wishing to enter the school. The lottery list will be recreated each year for the next year's enrollment.

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

Lottery Protocols:

1. Students attending the charter since kindergarten will be given preference (6th graders at both Mathew and Lombardi will be surveyed in 6th grade and if the number of students is more than the number of spaces available, then a lottery will be held and three tickets will be given). Otherwise, all those wishing to attend SCCA will be pre-enrolled in the school per the survey and no other paperwork is needed.
2. In District Residents will receive preference by receiving two tickets for the lottery.
3. Out of District Residents will receive one ticket for the lottery.

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

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

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

Eighth through Twelfth Grade Enrollment

If the enrollment for the International Baccalaureate (Summit Charter Collegiate) is less than the maximum number of students then all siblings who apply will have a space in grades 8-12. If the enrollment is greater than the maximum per grade level (150 students in grades 8 and 125 in 9-12), then priority will be given to siblings (exempt from lottery). A lottery will be conducted and a lottery list will be established based on the protocols below for the remaining students wishing to enter the school.

Summit Charter Academy Lottery Timeline

Lottery, if required

To be held within 60 days of the
Close of open enrollment
To be facilitated by the Director of
Charter Education

Notification of parents by US mail

Mailed within 2 weeks of the day of
the lottery