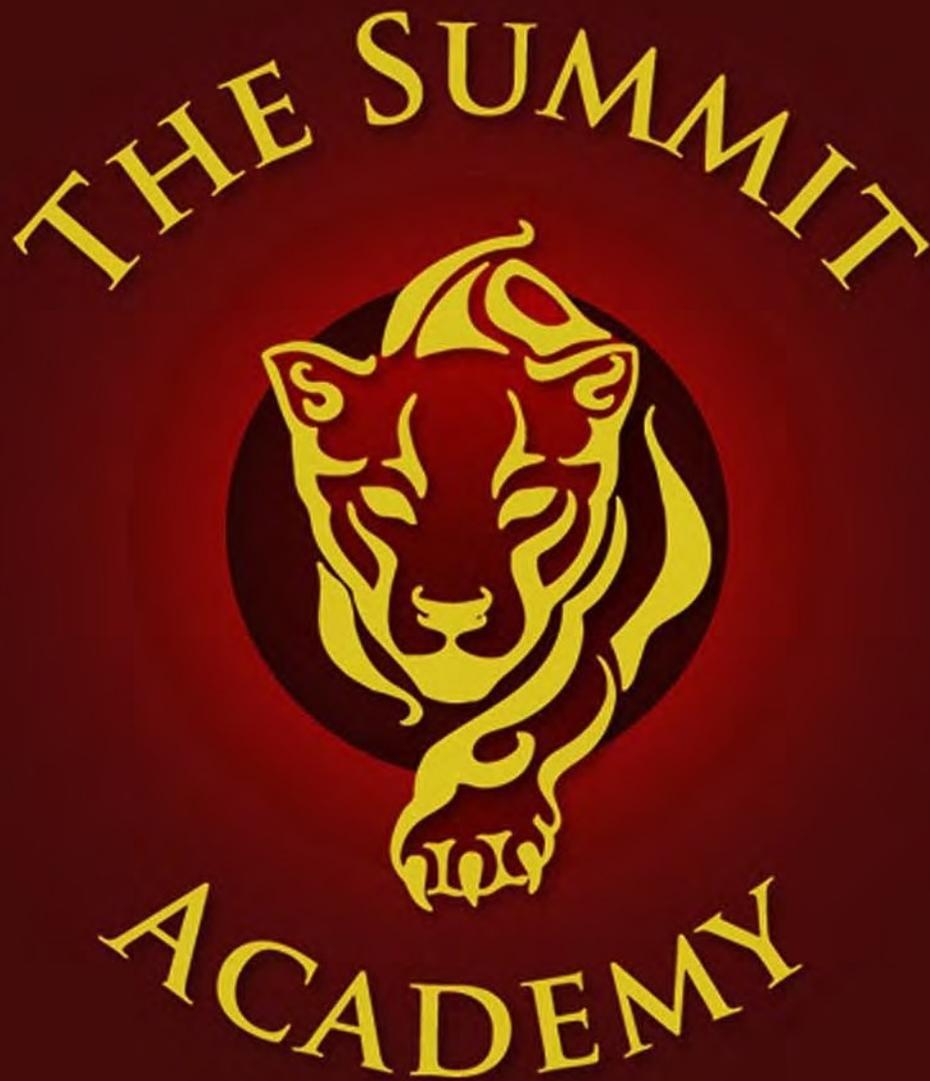


# Family Handbook



2020 - 2021

# The Summit Academy

An extension of Jefferson Academy,  
a Jeffco Schools Charter School



Class Meeting Days:  
Wednesdays, Thursdays, & Fridays  
8:25 AM – 3:15 PM  
at  
7575 W. 103rd Ave.  
Westminster, CO 80021

Office Hours: 8:00 AM – 4:00 PM

Principal: Stephanie Scarato  
303-438-6985  
Fax: 303-438-6662

Summit Academy Website: <http://www.thesummitacademy.org/>

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

Jeffco Connect Website: [http://www.jeffcopublicschools.org/jeffco\\_connect/index.html](http://www.jeffcopublicschools.org/jeffco_connect/index.html)

Look for The Summit Academy App in the Google Play Store or App Store



### **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 is real. It is 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.

### Jefferson County 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](http://jeffcopublicschools.org/publications/student_family_handbook.pdf)

### The Jeffco Generations Vision

Jeffco's strategic plan and goals are guided by the Jeffco Generations vision. [Jeffco Generations - A Learning-Centered Vision for our Community's Schools](#) was rolled out in October 2017. This new vision builds on the Jeffco 2020 vision, adding more key skills and defining areas of importance by Learning, Conditions for Learning, and Readiness for learning.

To see a quick overview of the Jeffco Generations vision document for Jeffco Public schools, please see the brochure: [https://www.jeffcopublicschools.org/UserFiles/Servers/Server\\_627881/File/Jeffco%20PS/About%20Jeffco/Jeffco%20Generations/Jeffco-Generations-Brochure-101817.pdf](https://www.jeffcopublicschools.org/UserFiles/Servers/Server_627881/File/Jeffco%20PS/About%20Jeffco/Jeffco%20Generations/Jeffco-Generations-Brochure-101817.pdf)

For the complete document, please visit: <https://drive.google.com/file/d/0B6wLehUMKccLWNQk41YmxNR2M/view>

And for continuing information and the opportunity to be part of the conversation, take a look at the Jeffco Generations Conversation Facebook group: [https://www.facebook.com/groups/1236337263132884/?ref\\_group\\_header](https://www.facebook.com/groups/1236337263132884/?ref_group_header)



### Communication

Students learn to effectively communicate in written, digital, artistic and oral forms. Students learn to explore and articulate their own points of view, while respectfully exploring and understanding the perspectives of others.

### Critical & Creative Thinking

Students learn to evaluate, weigh evidence and apply reasoned decision-making to problems. Students learn to use imagination, innovation, and ingenuity to solve problems.

### Collaboration & Leading by Influence

Students learn to work together, harnessing the power of teamwork, and learn the importance of influence to motivate others to get things accomplished.

### Agility & Adaptability

Students learn to change in response to dynamic situations, environments, and complex problems. Students adjust to disruptions, ambiguity, and uncertainty in themselves, their organizations, and their communities – and thrive in spite of the obstacles.

### Self-Direction & Personal Responsibility

Students take initiative, are inquisitive, entrepreneurial and curious. They persevere through challenging situations, take calculated risks, and stand accountable for their actions. They continually advocate for their own needs as well as the needs of others.

### Civic & Global Engagement

Students take active roles in their communities, are prepared to be participatory citizens in our constitutional republic, and are engaged with issues of local, national, and global concern.

### Content Mastery

Students understand academic concepts and are able to apply and transfer that knowledge into multiple settings. Students must also understand how to access and process changing information, updating their own thinking and processes.



*Visit [jeffcopublicschools.org/about/generations](http://jeffcopublicschools.org/about/generations) to see the full Jeffco Generations document and join the conversation.*

## **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](http://www.cde.state.co.us/choice/homeschool_law) .

# The Summit Academy School Calendar

## 2020-2021 Family Calendar - School Hours 8:30am to 3:15pm

	School Day
	Prof Dev
	Holiday
	See Calendar Notes
	Parent Conferences (Class Day)
	Quarter Ends

S	M	T	W	T	F	S
<b>AUGUST</b>						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					

S	M	T	W	T	F	S
<b>SEPTEMBER</b>						
		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			

S	M	T	W	T	F	S
<b>OCTOBER</b>						
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S	M	T	W	T	F	S
<b>NOVEMBER</b>						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S	M	T	W	T	F	S
<b>DECEMBER</b>						
		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		

S	M	T	W	T	F	S
<b>JANUARY</b>						1
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
<b>FEBRUARY</b>						
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21	22	23	24	25	26	27
28						

S	M	T	W	T	F	S
<b>MARCH</b>						
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21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	T	F	S
<b>APRIL</b>						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

S	M	T	W	T	F	S
<b>MAY</b>						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
<b>JUNE</b>						
	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			

<b>Quarter Ends:</b> October 16 - 8 Weeks December 18 - 9 Weeks March 5 - 8 Weeks May 21 - 10 Weeks	<b>November</b> 3 25-27 Thanksgiving Break	<b>March</b> 4 Student Contact Days 3-5 Quarter Ends 10-12 Half Day Classes/Parent Conferences 24-26 Spring Break 31-2 School Resumes
<b>August</b> 2 Student Contact Days 12 Teachers Return 19-21 Secondary Students Return 26-28 Elem.&Remote Students Return No Secondary In Seat	<b>December</b> 3 Student Contact Days 14 All School Field Trip 18 End of Semester December 23-January 5 Winter Break	<b>April</b> 4 Student Contact Days 13 State PSAT/SAT(9-11 Grade) 14-16 Iowa Testing (1-8 Grade) No Classes *Tentative-Will finalize with college schedules
<b>September</b> 4 Student Contact Days 7 - Labor Day	<b>January</b> 4 Student Contact Days 1-Winter Break 5- Prof. Dev./Teacher Work Day 6-8 - Students Return	<b>May</b> 3 Student Contact Days 19-21 Last Day of Classes/Picnic 22 Graduation 26-28 Teacher Professional Days
<b>October</b> 4 Student Contact Days 7-9 Quarter Ends 12 Elementary Field Trip 14-16 Remote Parent Conferences Regular Attendance Day (High School)	<b>February</b> 4 Student Contact Days 10-12 Valentine Exchange (K-6)	<b>June</b> Calendar is subject to change with 30 days notice.

**Student Contact Days: 34 Minutes Per Day: 355**

## General Information

### FAQ

1. What is Summit Academy?

The Summit Academy Program is part of Jeffco Schools, 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 is 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 Choice Enrollment forms, attend a New Family Meeting and complete enrollment documents. Enrollment information is available on the Summit website at: [www.thesummitacademy.org/enrollment](http://www.thesummitacademy.org/enrollment).

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 must collect a health plan for students with medical issues such as diabetes, allergies, asthma, and seizures. Health plans must be turned in no later than Launch 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 needs to be done to care for your child's medical need. Doctors will know what a health plan is, as it is required of any student in school. Some doctors have their own forms, and others use our forms. Forms are available at [www.thesummitacademy.org/forms](http://www.thesummitacademy.org/forms).

5. When and where does Summit Academy meet?

Summit Academy offers classes on Wednesdays, Thursdays, and Fridays. Class schedules are similar on each day. Students attend one day per week; the school day goes from 8:30 AM to 3:15 PM. Summit meets at 7575 W. 103rd Ave. in Westminster 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 school district?

Yes, each year parents of homeschooled students enrolled in Summit are required to submit a notice of intent to homeschool to a private school or public school district, 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, as 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 to be 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. Can my student attend Summit on more than one day?

Yes and no. Home-based students must take all their classes on one day. Full-time students have certain requirements and may have to attend on more than one day to fulfill those requirements.

Summit is a program that is primarily designed for the home-based student. In a home-based education, the parent is responsible for choosing curriculum, setting graduation requirements, teaching, maintaining records, and evaluating their students' progress. Knowledge of your students' abilities is crucial to providing a quality education. Summit is privileged to assist parents in providing a quality educational program to their children; however, the responsibility for the child's education rightly belongs to the parent.

The Summit schedule is prepared in three "tracks" in order to provide the best possible schedule for middle school, early high school, and upper high school students. For instance, middle school science and pre-algebra or Algebra 1 will not be offered at the same time since they both appeal to the middle school track. Occasionally there are classes that have a time conflict. Some students are enrolled in a class outside the typical grade level; for example, a student may be enrolled in Middle School Writing, but also in a much higher math level, like Algebra 2. In addition, some classes, such as Spanish 1 or Speech and Debate, are open to students of different tracks. If two classes conflict, parents of home-based students must take responsibility to provide instruction for one of those classes.

One of Summit's greatest advantages is the small class size. Students in classes meeting only one day per week receive a great deal of teacher interaction. Teachers can closely monitor student progress and provide appropriate instruction. Many academic classes have teacher-student ratios near 1:5. If many students are allowed to attend on more than one day, this teacher-student ratio could easily become 1:8 or even 1:10 or 12. The small teacher-student ratio is a priority to ensure student success.

Most Summit students are home-based students. Summit receives a portion of the student's Per Pupil Operating Revenue (PPOR) from the state to fund their classes. The number of students

asking to take classes on more than one day is rapidly increasing. While we are happy that Summit classes are beneficial to our students, a program that tries to provide a full-time education on a part-time budget cannot sustain itself.

Recently Summit has added a full-time option for high school students. Parents are strongly encouraged to remain active participants in their child's education, but the responsibility for curriculum, teaching, maintaining records, and evaluation belongs to the school. Full-time students are no longer "home-based" and are required to receive instruction for all graduation requirements through Summit and Concurrent Enrollment college classes. Those students may need to attend more than one day to meet a graduation requirement.

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

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

- **Quality Instruction**  
All teachers are highly qualified 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 [www.thesummitacademy.org/textbooks](http://www.thesummitacademy.org/textbooks).
- **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.

11. 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 homeschool program and how Summit can provide that. If you choose many academic classes at Summit, 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.

12. 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.

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

Yes, you can. We respect your homeschool 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](mailto: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 top three 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 the event, coordinate and attend the event.
- **Christmas Party Coordinator:**  
Meet with Stephanie prior to the event, coordinate and attend the event.
- **Yearbook Team:**  
Work with a small group to design and develop the 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 highly qualified in their subject area under federal No Child Left Behind guidelines. Most are also certified teachers in the state of Colorado; many have master's degrees. Best of all, they love teaching and they love kids. We specifically look for teachers who 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.

5. What is "Launch Day"?

Launch Day is our name for our first day back at school in August. We strongly encourage parents to attend this day with their students. Doors open at 8:30 to: pick up schedules, find out about fundraising, purchase pizza punch cards if you wish, sign waivers, turn in paperwork such as health plans and notice of intent, turn in school supplies, and pay class fees. Students and parents will then have the chance to attend each of their classes to meet teachers and classmates and to learn more about what the class will be like and what expectations will be, both in class and at home. After this, students will be released for a free pizza lunch, while parents learn a bit more about how Summit works.

Launch Day is a fun, fast-moving day. It begins at 8:30 and ends around noon, and by the end parents and students usually have a good sense of what the year will be like.

## Field Trip Information

### 1. Cost of Field Trips

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

#### Payment:

Once signing up on the database, drop off a check by the deadline at Summit Academy. Make checks out to JASH (Jefferson Academy Senior High). Please write the name of the trip in the memo.

#### 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 and afterward are unable to attend, you may find someone to take your place, but you will not be refunded for the event. Once we reach the deadline, the database will be "locked" and you will not be able to make changes.

### 2. Signing Up For a Field Trip

Sign up for field trips on the Summit website 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.

- **King Soopers Community Rewards:**  
This program has recently changed, and now all you need to do is follow these simple steps, and Summit automatically earns 5% of the money you were going to spend anyway:
  1. Go to [Kingsoopers.com](http://Kingsoopers.com)
  2. Sign-in
  3. Select 'My Account'
  4. Select 'Community Rewards' from the left hand column
  5. Under 'Find an Organization' - type in The Summit Academy and select it.That's it - an easy and painless way to support Summit every time you buy groceries
- **Safeway Grocery Cards:** Pay \$5 at the Summit office for a grocery card with \$5 credit on it. Load money onto the card at a Safeway 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.
- New fundraisers are added occasionally. Visit [www.thesummitacademy.org/fundraising](http://www.thesummitacademy.org/fundraising) to see the latest information.

## SAFETY PROTOCOLS FOR 2020-21

All policies and protocols are subject to change according to district and state-wide requirements.

When reviewing these policies, please keep in mind that elementary and secondary students are attending on different days for at least the first semester.

**Masks must be worn at all times in the building, by all students and staff members. Masks should be multi-layered cloth and no bandanas are allowed.**

### Exceptions:

1. A staff member is alone in their classroom with the door shut.
2. Students during recess or PE.
3. Students and staff when outside and can maintain distancing guidelines.
4. Students may take a needed break, however, breaks should be limited to no more than 5 minutes. Masks should always be worn when changing classes.

### Distancing

1. As much as possible, secondary students should be 6 feet apart; elementary students should be 5 feet apart.

### Drop Off and Pick Up

1. Parents may drop off students at 8:00am. All students will arrive at Summit in the drop off line between the two buildings.
2. Students who drive will park in the east end of the parking lot between the two buildings. They will follow the guidance of the parking lot attendant who will direct them where to park.
3. Parents will pull up to the "U" drop off zone. Students can drop off in the green zone - once parents are in one of the four load/unload locations with the cones marked 1-4.
4. All students will undergo temperature screening as they exit their car. Parents may choose to use the Fever Free app and show the "Clear Screen" to avoid screenings. Temperatures will be taken *only* in the four marked load/unload locations.
5. If a student demonstrates a high fever, all students in the family will be asked to return home.
6. Students will enter and leave through doors between the two buildings.
7. Doors are marked "In" or "Out." Students should use the "In" door closest to their first period class. Staff members will be present to monitor and support students entering the building.
8. Students may wait outside in the barricaded area until 8:15am, if weather permits.

### Pick Up:

1. Cars will join pick up lines in the same manner as morning drop off (See General Drop Off and Pick Up Procedures).

2. Weather permitting, students will exit the “Out” door nearest their classroom and head to barricaded area and wait for their name to be called. During inclement weather, all students will remain in their classroom until their name is called over the loudspeaker.
3. Parents in line will pull forward to the green zone: the four load/unload locations with cones marked 1-4. Monitors will be calling students forward as parents arrive, so they are ready to load when parents arrive at the pick up zone. Students may need to be reminded that they will wait to load into their car until their vehicle is in one of the four load/unload locations.

**Traffic Flow Between Classes:**

1. Students will have extended time between classes.
2. Students should follow the one-way traffic pattern.
3. Teachers should monitor and support students in the hallways.
4. When students need to go between buildings, they must walk along the building until they get to the crosswalk. Then they may cross to the other building.

**Traffic Flow During Classes:**

Students may move the shortest route possible to a location. Masks and social distancing should be practiced.

**Handwashing:**

Students will wash hands whenever desired, but extra time is allowed for handwashing at the following times:

Before Lunch

After Lunch/Recess

**Lunches:**

Students will wash hands before and after they eat.

Students will be outside, weather permitting, or in areas where social distancing is possible in order to take their masks off to eat.

Students will be expected to wear masks when they cannot be socially distanced. When outside, as long as social distancing is in place, students are allowed to take their masks off.

**Recess:**

Students should try to maintain social distancing, however, we realize that is not always possible. Hands should be washed before and after recess.

**Disinfecting:**

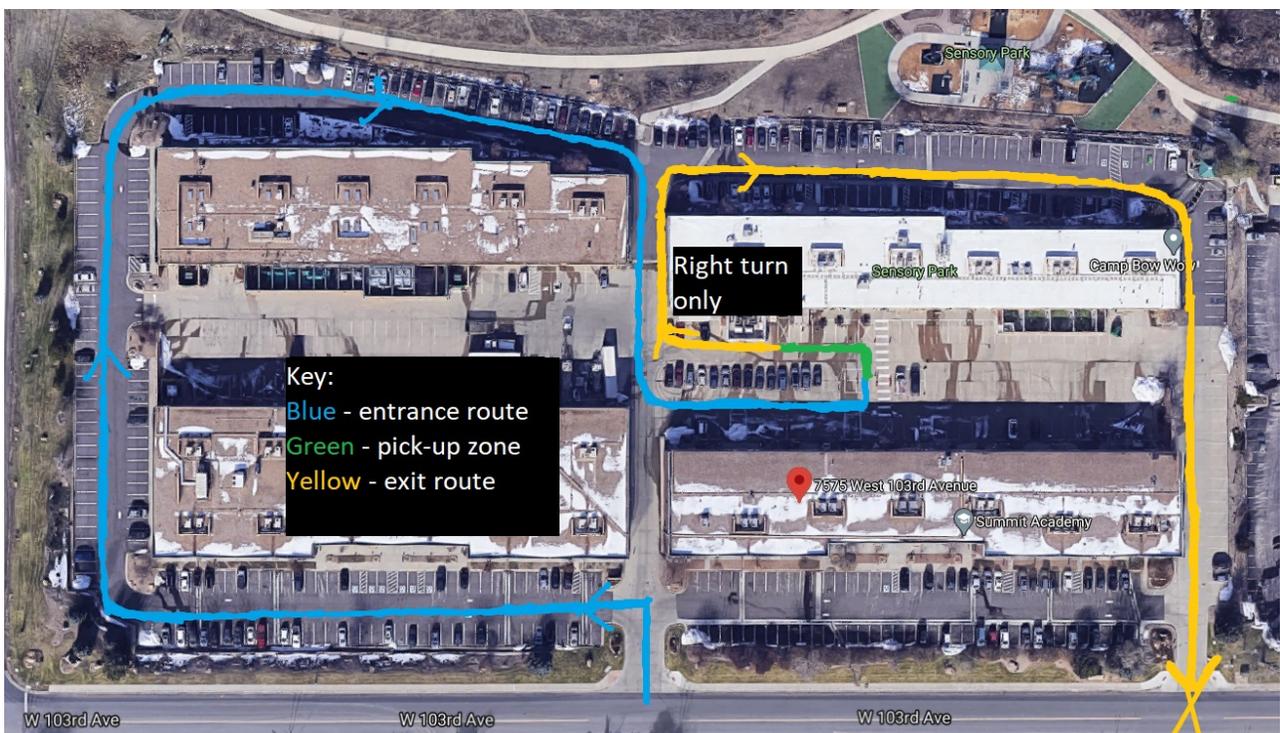
Cleaning protocols have been discussed with office and custodial staff. Training will be ongoing. Disinfecting will take place as often as possible between classes. High-touch surfaces will be disinfected daily.

# 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.
- There is no parking allowed for drop off or pick up, with the exception of kindergarten families. All other families **MUST** use the drop off and pick up line.
- Follow the arrows on the map.
- Follow the directions on the map below.
- Kindergarten families will enter using the east most entrance and drive to the Annex front door. Park in front of the Annex front door and walk up to the door to drop off or pick up your student.
- All other families (1-12 grades) must use the drop off and pick up line as seen below in the map.
- Students will enter and leave through doors between the two buildings.
- Students may wait outside in the barricaded area until 8:15am, if weather permits.
- Weather permitting, students will exit the “Out” door nearest their classroom and head to barricaded area and wait for their name to be called. During inclement weather, all students will remain in their classroom until their name is called over the loudspeaker.



## 2. Absenteeism and Illnesses

Because Summit classes meet only once a week, attendance is critically important. We believe the classroom experience can't be duplicated by at-home assignments; the social and academic interaction of students with each other and with the teacher matter. Please make every effort to ensure your child is in attendance every week if possible, and arrange with the teacher for makeup work when necessary.

Please report all absences to the attendance secretary in person, by phone (303-438-6985), or by email at [absence@thesummitacademy.org](mailto:absence@thesummitacademy.org). 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 home if any of these symptoms have been present in the past 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 classroom instruction intact, and to encourage 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 at teacher discretion.

## 4. Visitors

Due to precautions and district guidelines, NO visitors will be allowed inside the building for the 2020-21 school year.

## 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 are not prepared for students not on the roster. In addition, 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 or jacket. 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 midribs.
- Holes in garments and see-through fabric must not expose skin that would not be covered using above bullet points.
- 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 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 the district is 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 303-438-6985 at Summit Academy between the hours of 8:00 AM and 4:00 PM, Wednesdays through Fridays. Messages may be left and will be returned during school hours. Absences may be reported on this line as well.
- 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, in the case of an emergency, during class.
- Phone calls received during the week on non-Summit Academy days may not be answered.
- For communication during the week, leave a message on the Summit phone or email [Summit@thesummitacademy.org](mailto:Summit@thesummitacademy.org). Your email will be answered on the next Summit day.
- Please make use of the Summit website at [www.thesummitacademy.org](http://www.thesummitacademy.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 [www.thesummitacademy.org/info](http://www.thesummitacademy.org/info) to read the most recent info. Emergency info such as school closures will be posted on the main page.
- Having current information is critical in case of emergency, student health needs, and school closures. Please be sure that Summit has your current contact information in JeffcoConnect (<https://jeffcoconnect.jeffco.k12.co.us/>). Also please use the JeffcoConnect link to change all pertinent student information, using the same user names and passwords used to access Infinite Campus and Schoology. Contact the Summit office if you need help logging in to any of these systems.
- Schoology information:
  1. To log in to Schoology: Go to [www.jeffco.schoology.com](http://www.jeffco.schoology.com)
  2. Your student's 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.thesummitacademy.org/schoology-help>

- Summit Academy Phone Numbers and Emails:
  - Phone (303)438-6985
  - Fax: 303-438-6662
  - Email: [Summit@thesummitacademy.org](mailto:Summit@thesummitacademy.org)

## 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 bring 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 welcome and encouraged to sit at these tables. A list of peanut- and tree-nut-free snack suggestions is available from the Summit office upon request.
3. Tables will be sanitized before and after meals by staff to help reduce accidental contamination. All students will be washing their hands 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.
- Don't 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/granolabars

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.

Sasha Jacobs-Lowry  
Summit Academy Nurse: nurse@thesummitacademy.org



# How Sick is Too Sick?

## When Children and Staff Should Stay Home from School or Child Care

During Colorado’s response to the COVID-19 pandemic, children and staff who have been exposed to a positive case or who have symptoms consistent with COVID-19 listed below, must follow the [Guidance for Cases and Outbreaks in Child Care and Schools](#).

### MAJOR SYMPTOMS of COVID-19

- Feeling feverish, having chills or temperature of 100.4°F or greater
- Loss of taste or smell
- New or unexplained persistent cough
- Shortness of breath or difficulty breathing

### MINOR SYMPTOMS of COVID-19

- Sore throat
- Runny nose or congestion
- Muscle or body aches
- Headache
- Fatigue
- Nausea, vomiting
- Diarrhea

There are four main reasons to keep children and adults at home:

1. Someone who the child lives or staff with (or has had close contact with) has been diagnosed with COVID-19, or has symptoms of COVID-19.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The symptom or illness is on this list, and staying home is required.

Remember, the best ways to stop the spread of infection is through good hand washing and staying home when sick.

Symptoms	Child or staff must stay home?
<b>Diarrhea</b> Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine.	Yes - if the diarrhea can be explained* by a specific illness then follow the exclusion guidelines for that illness. If the diarrhea is unexplained then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .  Children and staff may return 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer.
<b>Fever</b> Fever is a temperature of 100.4°F or greater. Babies who are 4 months or younger need to see a doctor right away for a fever of 100°F or higher.	Yes - If the fever can be explained* by a specific illness then follow exclusion guidelines for that illness. If the fever is unexplained then follow the COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .





Symptoms	Child or staff must stay home?
Vomiting/Throwing Up	<p>Yes - if the vomiting can be explained* by a specific illness then follow the exclusion guidelines for that illness. If the vomiting is unexplained then follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p> <p>Children and staff may return 24 hours after their last episode of vomiting unless the vomiting is caused by an illness that requires them to stay home longer.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>

\*An explained symptom means that the symptom can be attributed to one of the following:

1. A known occurrence (ex. a child gagged which caused vomiting); or
2. A known health condition (ex. diarrhea caused by irritable bowel syndrome, cough caused by asthma or allergies etc.); or
3. A documented diagnosis from a health care provider (ex. fever caused by strep throat) which excludes other conditions of concern.

In the instance of a known occurrence or health condition, separate the child from group care and monitor them. If symptoms improve and COVID-19 has been ruled out in accordance with the [COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools](#) exclusion guidelines for COVID-19 they may return to group care. If the symptoms worsen the child or staff needs to be excluded.

Illness	Child or staff must stay home?
Chicken Pox	Yes - until the blisters have dried and crusted (usually 6 days).
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Call your doctor for advice and possible treatment.
<p>COVID-19 symptoms may include any of the following:</p> <p>Fever or chills</p> <p>New loss of taste or smell</p> <p>Fatigue</p> <p>New or unexplained persistent cough</p> <p>Shortness of breath or difficulty breathing</p> <p>Sore throat</p> <p>Runny nose or congestion</p> <p>Muscle or body aches</p> <p>Headache</p> <p>Fatigue</p> <p>Nausea or vomiting</p> <p>Diarrhea</p>	<p>Yes - children and staff who have been diagnosed with COVID-19 must be excluded until:</p> <ol style="list-style-type: none"> <li>1. The child or staff member has not had a fever for 24 hours, <b>AND</b></li> <li>2. Other symptoms have improved (example, the cough or shortness of breath has improved), <b>AND</b></li> <li>3. At least <b>10 days</b> have passed since the symptoms first appeared.</li> </ol> <p>Prior to diagnosis, children and staff with symptoms or known exposure to COVID-19 should follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a>.</p>





Illness	Child or staff must stay home?
Fifth's Disease	No - the illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - unless the child or adult has mouth sores, is drooling and is not able to take part in usual activities.
Head Lice or Scabies	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment.
Hepatitis A	Yes - children and staff may return to school or child care when cleared by the health department. <b>Children and staff should not go to another facility during the period of exclusion.</b>
Herpes	No - unless there are open sores that cannot be covered or there is nonstop drooling.
Impetigo	Yes - children and adults needs to stay home until antibiotic treatment has started.
Ringworm	Yes - children may stay at school or child care until the end of the day but cannot return until after they have had the first treatment. Keep the area covered for the first 3 days if participating in sports with person to person contact.
Roseola	No - unless there is a fever or behavior changes.
RSV (Respiratory Syncytial Virus)	No - children and staff can go to school unless they are not well enough to take part in usual activities and/or they have trouble breathing. Call your doctor for advice. Follow COVID-19 Guidance for Cases and Outbreaks in Child Care and Schools the exclusion guidelines for COVID-19 found at <a href="https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools">https://covid19.colorado.gov/cases-and-outbreaks-child-care-schools</a> .
Strep Throat	Yes - for 12 hours after starting antibiotics unless the doctor says that it is okay to return to school sooner. Children and staff also need to be able to take part in usual activities.
<i>The contents of this document are not to be altered without the express permission of the Department.</i>	
Vaccine Preventable Diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once the doctor says they are no longer contagious.
Yeast Infections Thrush or Candida diaper rash	No - follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home.

This document was developed in collaboration with the Children's Hospital of Colorado School Health Program. The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.  
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2019.

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## Book Fair and Lending Library

### Summit Academy Textbook Information

View available curriculum at: [www.thesummitacademy.org/textbooks](http://www.thesummitacademy.org/textbooks)

For more information on textbooks, contact: [textbooks@thesummitacademy.org](mailto:textbooks@thesummitacademy.org)

### Curriculum Fair

*We strongly encourage you to attend the spring book fair to view 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 of new students are welcome to attend the Book Fair, where we will take your completed book order and check to pay for any consumables purchased on the Curriculum 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.
- 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.

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, the free consumables must be returned unused, or you will need to pay for them, since we will not 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 checked out to you again; this 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		

## Sports Form

### CHSAA Sports and Extra-Curricular Opportunity

The Summit Academy does not have a sports program and has been designated as a "school without a program" by CHSAA. Therefore, our students may participate in sports at other schools per the guidelines below. The school you choose to play for has discretion to allow or not allow homeschooled students to participate. The same guidelines apply to Summit full-time 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 when enrolling 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 or not they choose to play a sport.
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 complete form will excuse the student from absences related to their sports games. If the form is not completed, the student will be marked unexcused for all related absences and their class grade will be impacted. For absences related to sports practices, please see Mrs. Scarato.

**MISSING SUMMIT CLASSES FOR PRACTICES:** Summit encourages students to participate in sports 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 the 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 by Jefferson Academy and they have welcomed our students to participate in their 9th-12th grade sports programs. JA 7th-8th grade students participate in sports as part of their P.E. program, therefore, those sports are not open to students who are not enrolled in JA. However, 7th-8th grade cross country and soccer do not practice during P.E., therefore, Summit 7th-8th graders are welcome to try out for those teams. For information on JA sports, go to [www.jajags.com/athletics](http://www.jajags.com/athletics).

Colorado High School Activities Association Constitution and Bylaws: [chsaanow.com/tools/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 10<sup>th</sup>. 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

The text below is reprinted from the CDE Homeschool Law page ([http://www.cde.state.co.us/choice/homeschool\\_law](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 tests on the next two pages 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 program 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.

If families submit their Letter of Intent to Homeschool through Summit Academy in the fall and take their standardized test through Summit in the spring, Summit will submit test results to Jeffco Public Schools on their behalf (unless the family requests that results be held). If the family did not submit their Letter of Intent to Summit in the fall, and/or did not take the standardized test through Summit, it is the responsibility of parents to submit test results to the location where they turned in their Letter of Intent. 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”.

Check <http://www.thesummitacademy.org/testing> for more information.

Test	Grade Level	Dates	Notes & Website Info
IOWA Test of Basic Skills	Grades 3-8	April 14-16, 2021	Offered at Summit Academy to students in Grades 3-8  <a href="https://www.thesummitacademy.org/itbs-testing-info">https://www.thesummitacademy.org/itbs-testing-info</a>
PSAT 8/9, PSAT 10	Grades 9-10	April 13, 2021 (Tentative)	The Colorado Test Day for spring PSAT 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 9 <sup>th</sup> grade homeschooled students are required to take a standardized test per Colorado law (see previous page). Offered at Summit Academy.
PSAT/NMSQT	Grade 11	October 17, 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 Summit Academy.
SAT	Grade 11	April 13, 2021 (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 <a href="http://collegeboard.org">collegeboard.org</a> on a national test day.  Offered at Summit Academy.

## IOWA Test

Summit offers the Iowa Test of Basic Skills (ITBS) to its students in grades 3-8. 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.

## PSAT Test

The PSAT is a nationally normed standardized test. The PSAT is specifically designed to help students prepare for the SAT, which most students take in their junior or senior year. The state of Colorado requires full-time 9th-graders to take the PSAT 8/9; full-time 10th graders are required to take the PSAT 10. Part time students may choose to take it as well. Summit offers both the Colorado state-administered PSAT 8/9 and PSAT 10, generally on a Tuesday in April.

The PSAT/NMSQT is a separate administration of the PSAT which also serves as the National Merit Scholarship Qualifying Test. It is offered nationwide, only to juniors, on the second Wednesday in October. Summit juniors wishing to take the PSAT/NMSQT may take it at Jefferson Academy, providing they sign up early in the fall during the signup period.

## SAT Test

The SAT is a national college admissions examination that consists of subject area exams in reading, writing and language, and mathematics. The state of Colorado requires full-time juniors to take the exam; part-time juniors may choose to take it as well. Summit offers the Colorado state administered SAT, generally on a Tuesday in April.

Students in other grades wanting to take the SAT should sign up for the exam on the national registry at [www.collegeboard.org](http://www.collegeboard.org).

Every student taking the SAT should go to [www.collegeboard.org](http://www.collegeboard.org) to get more information, including test day checklist, calculator regulations and practice materials.

**For more information on all standardized tests offered by Summit,  
please visit [www.thesummitacademy.org/testing](http://www.thesummitacademy.org/testing).**

## High School Information

### High School & National Honor Society

The Summit Academy is proud to have an active chapter of the National Honor Society. Students in grades 10 and 11 are invited to apply if they meet scholarship and teacher recommendation qualifications. Students who are invited may complete an application, essay and interview as part of the selection process. Those students who are 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.

### Summit Academy Graduation Ceremony

Both full-time and home-based Summit seniors have the privilege of participating in Summit's graduation ceremonies, providing they are students in good standing and have paid all applicable fees. Full-time students must complete Jeffco's graduation requirements, as outlined in the following pages, and will receive a Jeffco diploma. Home-based students graduate from their family's homeschool; they must complete their family's graduation requirements, and they receive a diploma from their parents. A parent graduation meeting is held in the fall; a senior meeting is held in early spring and students assist in planning the ceremony. Attendance at both meetings is strongly encouraged.

National Honor Society members receive an honors cord to wear at graduation; students who have taken classes at Front Range Community College through the Concurrent Enrollment program receive a cord from FRCC.

## Plagiarism Policy

Plagiarism is the adoption or reproduction of ideas, words, or statements of another person as one's own without proper citation or acknowledgment. When a student submits work that they claim to be their original work, but actually is not, the student has committed plagiarism.

Plagiarism includes the following: copying of one person's work by another and claiming it as his or her own; false presentation of one's self as the author or creator of a work; falsely taking credit for another person's unique method of treatment or expression; falsely representing one's self as the source of ideas or expression; or the presentation of someone else's language, ideas, or works without giving that person due credit.

At Summit, the first offense of plagiarism will result in a zero for the assignment. The second offense will result in an F for the class for the semester. Our plagiarism policy is based on college policies in order to properly prepare students for their future academic endeavors.

## 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.

In order to be admitted to a Colorado four-year university, students must meet the following requirements.



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, and Algebra II
Science	3 credits including lab biology and lab chemistry
Social Studies	3 credits including world history, US history, and American government
World Language	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, University of Chicago, etc.), the curriculum below is highly recommended and represents the minimum academic preparation.

English	4 credits including Honors and AP or college coursework
Math	4 credits including AP or college calculus
Science	4 credits including biology, chemistry, physics, and AP or college coursework
Social Studies	4 credits including AP or college coursework
World Language	Complete level 3 or 4 of the same world language or AP or college

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, International Baccalaureate, or college 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 is recommended for all high school 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.

For more information on building an ICAP and creating a junior high or high school transcript, please visit [www.thesummitacademy.org/high-school](http://www.thesummitacademy.org/high-school).

4 Year ICAP Plan													
Summit Academy High School													
Student Name _____				Grade _____				Intended Field of Study _____					
Grade		9th Gr 1st Sem			9th Gr 2nd Sem			10th Gr 1st Sem			10th Gr 2nd sem		
CREDIT REQ'S	SUBJECT AREA	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR
4	English												
3.5	Social Studies*												
3	Math**												
3	Science ***												
0.5	Physical Education												
0.5	Art												
8.5	Electives												
<b>23 TOTAL CREDITS</b>		Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits		
Alternate Courses (for planning):													
Athletic Teams:													
Grade		11th Gr 1st Sem			11th Gr 2nd Sem			12th Gr 1st Sem			12th Gr 2nd sem		
CREDIT REQ'S	SUBJECT AREA	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR
4	English												
3.5	Social Studies*												
3	Math**												
3	Science ***												
0.5	Physical Education												
0.5	Art												
8.5	Electives												
<b>23 TOTAL CREDITS</b>		Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits		
Alternate Courses (for planning):													
Athletic Teams:													
*Social Studies		credit of US History, World History; .5 credit of Econ, Geog, US Go											
**Math		Alg. 1, Geometry and 1 higher level course											
***Science		3 lab sciences											

SAMPLE 4 Year ICAP Plan													
Summit Academy High School													
Student Name _____			Grade _____			Intended Field of Study _____							
Grade		9th Gr 1st Sem			9th Gr 2nd Sem			10th Gr 1st Sem			10th Gr 2nd sem		
CREDIT REQ'S	SUBJECT AREA	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR
4	English	English 9	H	0.5	English 9	H	0.5	HS Writing 1	S	0.5	HS Writing 1	S	0.5
		Speech & Debate	S	0.5	Speech & Debate	S	0.5	American Lit	H	0.5	American Lit	H	0.5
3.5	Social Studies*	World History	H	0.5	World History	H	0.5	American History	H	0.5	American History	H	0.5
		World Geography	H	0.5									
3	Math**	Geometry	S	0.5	Geometry	S	0.5	Algebra II	S	0.5	Algebra II	S	0.5
3	Science ***	Biology	H	0.5	Biology	H	0.5	Chemistry	S	0.5	Chemistry	S	0.5
0.5	Physical Education												
0.5	Art	Set Design	S	0.5	Set Design	S	0.5						
8.5	Electives	Musical Theatre	S	0.5	Musical Theatre	S	0.5	Spanish I	S	0.5	Spanish I	S	0.5
		Engineering	S	0.5	Engineering	S	0.5						
<b>23 TOTAL CREDITS</b>		Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits		
<b>Alternate Courses (for planning):</b>								Musical Theatre	S	0.5	Musical Theatre	S	0.5
<b>Athletic Teams:</b>		JA Volleyball		0.5	JA Volleyball		0.5	JA Volleyball		0.5	JA Volleyball		0.5
Grade		11th Gr 1st Sem			11th Gr 2nd Sem			12th Gr 1st Sem			12th Gr 2nd sem		
CREDIT REQ'S	SUBJECT AREA	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR	COURSE NAME	WHERE H/S/C	CR
4	English	HS Writing 2	S	0.5	HS Writing 2	S	0.5	English 121	C	0.5	English 122	C	0.5
		HS Literature	S	0.5	Intro to Lit	C	0.5	Shakespeare	C	0.5			
3.5	Social Studies*	American Govt	C	0.5	Economics	S	0.5				Psychology 101	C	0.5
3	Math**	PreCalculus	S	0.5	PreCalculus	S	0.5	College Precalculus	C	1	College Statistics	C	0.5
3	Science ***				Concep. Physics	C	0.5				Biology 111	C	1
0.5	Physical Education												
0.5	Art												
		Spanish 2	S	0.5	Spanish 2	S	0.5	Music Appreciation	C	0.5			
8.5	Electives												
<b>23 TOTAL CREDITS</b>		Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits			Need minimum 3 credits		
<b>Alternate Courses (for planning):</b>								College Algebra	C	1	Intro Sociology	C	0.5
<b>Athletic Teams:</b>								Other college lit	C	0.5	Chem 101	C	1
<b>*Social Studies</b>		credit of US History, World History; .5 credit of Econ, Geog, US Gov											
<b>**Math</b>		Alg. 1, Geometry and 1 higher level course											
<b>***Science</b>		3 lab sciences											

## Transcripts

### Creating a Homeschool Transcript

A transcript is simply a record of the work a student does in middle school and/or high school. Homeschooling parents who have worked with their child at each step along the way are in the best position to know what their student has done. Creating a transcript simply involves getting that record on paper.

Creating a transcript is best done semester by semester, as a student completes the work, so that nothing is forgotten. Middle school transcripts provide good practice for the more significant high school transcript, so parents are encouraged to begin the process of creating transcripts while their students are in 7th and 8th grades.

Summit occasionally offers workshops on how to create a homeschool transcript. Please refer to [www.thesummitacademy.org/let-s-talk-homeschooling](http://www.thesummitacademy.org/let-s-talk-homeschooling) for more information.

### Credits

High school credits are different from college credits. One high school credit (one Carnegie unit) is usually equivalent to one standard, year-long high school course. Students can receive one high school credit for doing any of the following:

- \* Investing 120-180 hours in a subject or activity (the primary criteria for high school credit)
- \* Completing a Summit Academy course
- \* Completing at least 75% of a high-school level textbook (vocabulary, spelling, and grammar are subcategories of English/language arts and should be included as part of an English credit).
- \* Completing 4-7 college credits in a given subject area (thus a college algebra course earns one credit, while US history requires two courses to earn one unit).

Students may also be awarded 1/2 credit for completing half of any of the above.

### Requesting Transcripts

Students may request official transcripts to be included with college applications, scholarship applications or awards for which they are applying. Students must request official transcripts in writing or via email to the Summit front office. Unofficial transcripts may also be requested from the Summit office. Once graduated or withdrawn, official transcripts may be requested from the district by visiting <https://jeffco.scriborder.com>.

### Transcript Policies

#### Repeating Courses:

Summit Academy will allow students to repeat a core course once if the student has not successfully passed the course and if class has room in it the following year. Grades on the official transcript will not be replaced by the new grade but will be added to the transcript to reflect successful completion of the course.

#### Transcript Revision Policy

The Summit Academy will make transcript revisions only under the following circumstances:

1. If the official grade was changed because a requested correction was made by the teacher of record and approved by the administration.
2. If the grade was originally an Incomplete (I) and the grade has been updated by the teacher.

**SMITH ACADEMY  
OFFICIAL HIGH SCHOOL TRANSCRIPT**

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

**ACADEMIC RECORD**

SCHOOL YEAR: 2007-2008	GRADE LEVEL: 9 <sup>th</sup>		SCHOOL YEAR: 2008-2009	GRADE LEVEL: 10 <sup>th</sup>	
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>
English 9	1.0	A	English 10	1.0	B
Algebra I	1.0	A	Geometry	1.0	B
Biology w/lab	1.0	B	Chemistry w/lab	1.0	C
Geography	1.0	C	World History	1.0	A
Latin I	1.0	A	Latin II	1.0	B
Logic	1.0	B	Rhetoric	1.0	A
Fine Arts: Piano	0.5	B	Fine Arts: Piano II	0.5	B
Theology	0.5	A	Old Testament Survey	0.5	B
<b>Total Credits: 7.0</b>	<b>GPA: 3.36</b>	<b>Cumulative GPA: 3.36</b>	<b>Total Credits: 7.0</b>	<b>GPA: 3.14</b>	<b>Cumulative GPA: 3.25</b>

SCHOOL YEAR: 2009-2010	GRADE LEVEL: 11 <sup>th</sup>		SCHOOL YEAR: 2010 - 2011	GRADE LEVEL: 12 <sup>th</sup>	
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>
English 11	1.0	A	English 12	1.0	A
Algebra II	1.0	A	Trigonometry/Pre-Calculus	1.0	A
Physics	1.0	B	US Government	1.0	A
US History	1.0	A	Economics *	1.0	B
Spanish I	1.0	B	Speech *	1.0	A
Philosophy	1.0	B	Spanish II	1.0	C
Fine Arts: Piano III	0.5	A	Fine Arts: Drawing	0.5	B
New Testament Survey	0.5	A	Apologetics	0.5	B
<b>Total Credits: 7.0</b>	<b>GPA: 3.57</b>	<b>Cumulative GPA: 3.36</b>	<b>Total Credits: 7.0</b>	<b>GPA: 3.43</b>	<b>Cumulative GPA: 3.38</b>

<b>ACADEMIC SUMMARY</b> Cumulative GPA: 3.38  Credits Earned: 28.0  Diploma Earned: yes  Graduation Date: 6/15/2011	<b>GRADING SCALE</b> 90 – 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D 59 – below = F	<b>NOTES</b> * Coursework taken at a local community college. Official transcript from college has been requested and will be sent to you shortly.
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*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 Mary Beth Mellott (high school counselor) at [mmellott@jajags.com](mailto:mmellott@jajags.com) or Maren Miller (Summit Assistant Principal and HS advisor) at [maren.miller@jeffcoschools.us](mailto:maren.miller@jeffcoschools.us).

### 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 watch for information regarding enrollment procedures beginning in January for the fall semester. Students enrolled in Summit may choose to participate as a full-time or part-time student.

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

Print the Ultimate Checklist and follow the directions appropriate for your situation. 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.thesummitacademy.org/concurrent-enrollment>

Link to CDE CE website:

<https://www.cde.state.co.us/postsecondary/concurrentenrollment>

# The Summit Academy Concurrent Enrollment Parent/Student Guide

## Sponsored by Jefferson Academy Charter School 2020-2021

Concurrent Enrollment means a 9th-12th grade student or a 13th year student (ASCENT program) is simultaneously enrolled in Jefferson Academy (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. 22a 35a 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 must be enrolled as full time Summit Academy students during their junior and senior years. Students wishing to be enrolled in the ASCENT program will have the opportunity to declare their intention in December of the student’s senior year. An email with details about the ASCENT program will be sent to students and their parents 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 participation in the enrollment process, to learn responsibility, gain maturity, and 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. **It is imperative that the student updates 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 #1 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 or “non-graduating” students (from Jeffco Public Schools) will be allowed to take two courses, up to nine credits per semester.
- VI. A class cannot be split financially between the school and parent, as the CE guidelines do not allow this.
- VII. 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 (again, a class cannot be split financially between the school and parent, as the CE guidelines do not allow this).
- VIII. Parents and students understand and agree that there will not be more than two (2) students from Summit Academy in any FRCC course as requested by the FRCC College Now staff.
- IX. 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.
- X. Students must qualify to be in the Concurrent Enrollment program. The student can do this by:
  1. SAT or ACT scores
  2. Accuplacer scores
  3. CCPT scoresAND high performance in high school courses.

Students are required to take one of these exams and score at the college English 121 level or equivalent ACT/SAT scores.
- XI. 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 recommendations from the Concurrent Enrollment Advisory Board. This document is available in the Summit Academy office.
- XII. 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.
- XIII. Students who will not be 16 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 "Underage" meeting set up through Summit Academy and FRCC.
- XIV. Students will fill out all paperwork and communicate with Front Range advisors with the help of their parents. Help from parents will 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.
- XV. All Concurrent Enrollment paperwork will 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 and tuition bills 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.
- XVI. 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.
- XVII. 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. All students must submit a homeschool transcript upon full time enrollment. No homeschool courses may be added to the transcript once the student commences in full time enrollment. Parents should exercise great care when preparing the transcript as no updates to the homebased transcript are allowed once student commences full time enrollment.
- XVIII. 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 - courses withdrawn from after the college add/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.
- XIX. A student that is reported for a conduct violation at Front Range Community College or any other institute of higher education will be reviewed for further participation in Concurrent Enrollment.
- XX. 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.
- XXI. 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. \*\*
- XXII. Students and parents/guardians must agree to the terms of the promissory note regarding repayment of tuition for failed courses.
- XXIII. In October of each year, students must complete the attendance form each day and have the professor sign it. 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.
- XXIV. 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.
- XXV. Students may only take Guaranteed Transfer (GT) credits unless otherwise approved by the Summit Academy Director and the Jefferson Academy Principal.
- XXVI. All students who are enrolled full-time with the Concurrent Enrollment program must agree to and take the statewide exams as directed by the Jeffco school district. Part-time students at Summit may elect to take state tests.
- XXVII. Students are responsible for receiving communication regarding CE requirements and deadline dates. Newsletters are put out on a monthly basis for communication. These are posted on the Summit Academy website.
- XXVIII. 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 three to four mandatory meetings to learn about the CE process and to pick up information. One meeting is at FRCC and one is at Summit Academy. Another meeting may be for underage students. A one-on-one meeting with the CE Counselor as described below is the last one. Students going to RRCC do not have to attend the meeting at FRCC. When necessary and appropriate, these meetings may be remote.

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. A current US Passport will also suffice for documentation.

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 (Frontrange.edu or rrcc.edu for Red Rocks Community College).

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

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 Principal.

Complete the Concurrent Enrollment Application Assignments that are on Schoology. The application should include:

1. On-line Concurrent Enrollment College Agreement for Front Range Community College.  
[https://frontrange.formstack.com/forms/concurrent\\_enrollment\\_college\\_agreement](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. Copy of ACT or SAT if taken.
6. Copy of Accuplacer or CCCPT scores.
7. Up-to-date COMPLETED Individual Career and Academic Plan (ICAP).

8. Transcript(s) of all high school courses taken in places other than Summit Academy. This would include the homeschool transcript as well as transcripts from any additional high schools or colleges the students has attended. All full-time students must submit a home school transcript at the time of CE enrollment. No future home school courses may be added to the transcript once the student commences in full time enrollment. After the initial homeschool transcript is submitted with CE paperwork, no previous home school courses can be added (except for current semester before full time enrollment).

\_\_\_\_\_ Make an appointment with the CE Counselor 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 a copy of all items from the Concurrent Enrollment Application Assignment page to this appointment.

\_\_\_\_\_ Before the appointment, study the college catalog and identify the classes the student student would like to take. Come to the appointment prepared to discuss those choices with CE Counselor.

\_\_\_\_\_ Turn in all finalized paperwork (listed above) by the first Friday in April and the first Friday in November.

\_\_\_\_\_ Register for classes when course registration opens at the college.

\_\_\_\_\_ Return a copy of the student's schedule and a copy of their itemized tuition bill to the Summit CE staff at the time of registration. The bill must be itemized, showing all fees, the Colorado Opportunity Fund stipend, and the actual cost of tuition. Both the schedule and the tuition bill are usually available online through the college website under the student's account. These are due the first Friday in May and the first Friday in December.

\_\_\_\_\_ If the student wishes to change their schedule (add or drop a class) after sending in the paperwork to The Summit Academy, the student MUST fill out a Class Change Form on Schoology, submit a hard copy to the Summit office, and contact the Summit CE Counselor beforehand. If this step is not followed, families may be required to pay the tuition for class changes that are not approved.

\_\_\_\_\_ In late September, an October Count Attendance Form will be emailed through the Summit email list. During the October Count period, usually the first two weeks in October, have the professor initial and sign the form 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

- \_\_\_\_\_ Students previously enrolled in the Concurrent Enrollment program may obtain an Application Packet from Schoology through The Summit Academy.
- \_\_\_\_\_ Complete the Concurrent Enrollment Application Packet. The application should include:
1. Online Concurrent Enrollment College Agreement.  
[https://frontrange.formstack.com/forms/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 Academy. This would include the homeschool transcript (if the student has been part-time in the program) as well as transcripts from any additional high schools or colleges the student has attended (again, only if the student is part-time in CE).
  6. COMPLETED Up-to-date Individual Career and Academic Plan (ICAP).
  7. Updated SAT/ACT scores and/or Accuplacer/CCCPT scores.
- \_\_\_\_\_ Make an appointment with The Summit Academy CE Counselor to review the CE application. This face-to-face or remote meeting must be done at the initial enrollment and every **spring** thereafter (these are only held in the fall if a student requests a meeting). Bring all items from the Concurrent Enrollment Application Packet to this appointment.
- \_\_\_\_\_ Before the appointment, identify the classes the student would like to take. Come to the appointment prepared to discuss those choices with The Summit Academy Counselor.
- \_\_\_\_\_ Turn in all paperwork (listed above) by first Friday in April and the first Friday in November.
- \_\_\_\_\_ Register for classes at the designated time. Be sure to re-apply the COF to the student's account.
- \_\_\_\_\_ Return a copy of the student's schedule and a copy of their itemized tuition bill, to the Summit CE staff by the first Friday of May and the first Friday of December each year. The bill must be itemized, showing all fees, the Colorado Opportunity Fund stipend, and the actual cost of tuition.
- \_\_\_\_\_ If the student wishes to change their schedule add or drop a class after sending in the paperwork to The Summit Academy, students **MUST** fill out a Class Change Form from Schoology, submit a hard copy to the Summit office and contact the Summit CE Counselor beforehand. If this step is not followed, families may be required to pay the tuition for class changes that are not approved.
- \_\_\_\_\_ In late September an October Count Attendance Form will be emailed through the Summit email list. During the October Count period, usually the first two weeks in October, have your professor initial and sign the form to verify your 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.

All paperwork is listed on Schoology under course name Concurrent Enrollment.

### **ROUND ONE PAPERWORK: Due in hard copy the first Friday in April and 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; this is done online at Frontrange.edu.
- The Summit Academy Family Agreement
- Underage Waiver (For students new to CE who are age 16 and under)
- Test Scores (For first CE semester only or if needing to be updated)
- 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**

Class Schedule Change Form---Due anytime a change is made to student schedule.			
	Change 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 2019-2020

### Family Agreement

We, as a family, understand and will abide by all policies associated with the Summit Academy Concurrent Enrollment Guidelines and Expectations. 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, may be revoked by the Principal of Summit Academy.

Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Name of Parent \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

**Summit Academy  
2020-2021  
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 Jefferson 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 (this will be added IF the student receives a D/F in the course and will be the complete cost of the course in question): \_\_\_\_\_

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)



## 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 and 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 sign 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.

# FRONT RANGE COMMUNITY COLLEGE

## Underage Admission Waiver

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 Office of the Registrar.
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: \_\_\_\_\_ S : \_\_\_\_\_ Phone : \_\_\_\_\_

I understand that my student-assigned 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: \_\_\_\_\_ Age as of 1<sup>st</sup> day of classes: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FRCC Advisor Printed Name: \_\_\_\_\_ FRCC Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Affairs or Director of Concurrent Enrollment Signature: \_\_\_\_\_

Term of admittance: \_\_\_\_\_

Boulder County Campus  
2190 Miller Drive  
Longmont, CO 80501  
303-678-3722  
Fax: 303-678-3637  
[BCCRegistrar@frontrange.edu](mailto:BCCRegistrar@frontrange.edu)

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

Larimer Campus  
4616 South Shields  
Fort Collins, CO 80526  
970-204-8107  
Fax: 970-204-8365  
[LCRegistrar@frontrange.edu](mailto:LCRegistrar@frontrange.edu)

Westminster Campus  
3645 West 112<sup>th</sup> Avenue  
Westminster, CO 80031  
303-404-5414  
Fax: 303-404-5150  
[WCRegistrar@frontrange.edu](mailto:WCRegistrar@frontrange.edu)

**OFFICE USE ONLY**

Term: \_\_\_\_\_ old removed es No Date student notified: \_\_\_\_\_ Phone Email In-person

SOATEST attached

Student is participating in at away to College, Concurrent Enrollment, or PTEC

Update by the Office of the Registrar 7.18.2017

## 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. Students taking college classes through Concurrent Enrollment do not have to attend Summit, or may enroll in less than a full day of classes. Part-time students who do not attend Summit are eligible for a stipend of \$1100/semester to help cover tuition, fees, and books.\*
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. Students taking at least 12 college credits through Concurrent Enrollment are not required to attend Summit, or may enroll in less than a full day of classes. Full-time students who do not attend Summit are eligible for a stipend of \$2200/semester to help cover tuition, fees, and books.\*
2. May attend classes at Summit on more than one day in order to accommodate a college schedule and graduation requirements. If taking less than 12 college credits through CE, students must take 6 hours of Summit classes.
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 on our website at [www.thesummitacademy.org](http://www.thesummitacademy.org)).

## Full Time vs. Homebased

	Full Time Summit Student		Part Time Summit Student (Homebased)	
THE "BIG IDEA"	Full time students earn a Summit diploma by completing Jeffco graduation requirements. From the time they begin full time, credits are earned from Summit and the college, only.		Part time (homebased) students use Summit, college and home school credits to complete their requirements. Part time students may transfer to full time.	
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 at 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 <a href="http://www.collegeboard.com">www.collegeboard.com</a> or act.org.	
Sports	Enrollment 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 textbooks.	\$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 <b>full time</b> 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, following 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 2 <sup>nd</sup> semester.		No, a part time student may not increase to full time during the year.	
October Count Attendance Verification Form Required	Yes	No	Yes	No

## Full Time vs. Homebased

### 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 traditional public school setting, or students who transfer from the Summit part time program. It is important for previously home based students and their parents to understand the impact of becoming a full time student. The 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 Child 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 per 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.



## The Summit Academy Textbook Reimbursement Form

Summit students who attend college classes and do not take classes at Summit are eligible for reimbursement of tuition, books, and fees per their stipend. (See Full Time vs. Home Based Fact Sheet)

Stipend: Part Time students: \$1100/semester

Full Time students: \$2200/semester

The reimbursement amount is the stipend minus the cost of tuition.

1. Students must complete FRCC classes with a C or better, or reimbursement must be returned to Summit as well as the college tuition. \_\_\_\_\_
2. All reimbursement textbooks which Summit has paid more than 50% must be returned to Summit by the last Summit class day in December (for fall semester) and May (for Spring semester). Rentals should be returned to the proper store of rental. \_\_\_\_\_
3. Original receipts must be received by the October Count paperwork deadline. \_\_\_\_\_
4. Attach original receipts to this form and turn in to the Summit front desk by the deadline. \_\_\_\_\_
5. Complete AND SIGN a Jeffco Accounting Request Form (see next page). \_\_\_\_\_

Student Name: \_\_\_\_\_

Title and ISBN	(R)Rented (P)Purchased	Course/Section  (Example: ENG121-601)	School and Campus  EX: FRCC/ Westminster	Price (\$) Minus Sales Tax  (Summit cannot reimburse sales tax.)
Fees (Billing Statement Attached)				



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## Reimbursement/Refund Request Form

Reimburse/Refund \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Description of Services or Reason for Reimbursement/ Refund:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only:

Accounting: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

\_\_\_\_\_

## ASCENT Program

The Concurrent Enrollment Program allows students to continue to take college-level, guaranteed 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 guaranteed 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](http://www.thesummitacademy.org) during the class registration period. Priority is determined by a number of factors, including previous Summit attendance, space available, 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](http://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, space available, 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,

It's one of my favorite times.... getting out the course schedule and descriptions. I have to admit, it's nice to check off this monumental task from my "to-do" list, but so much more importantly, it excites me to take the talk about the potentials and make them a reality. I'm especially excited to present the new classes because I think it is valuable in the education of our students. As homeschoolers, we have the unique privilege to plan a completely individualized plan for our children. Summit's main goal is to support you in this endeavor, and now more than ever I feel like we are providing some great opportunities for our students.

Let's continue these goals...

1. Incorporating PEAK ( Purpose, Essential Skills, Agency and Knowledge) into all classes.
2. Providing opportunities for all students at all levels to learn and use technology.
3. Communication and Collaboration - Being able to work with others is an important skill for all students to master.
4. Project Based Learning (PBL) to bring learning to life.

The new addition for this year is Career Development and Exploration. Each semester I meet with our high school students and plan their schedules with their post-secondary goals in mind. While it is completely normal for a high school student to not be sure about their future path, those who have ideas about their future can plan much more effectively. So, thinking it might be helpful to provide some guidance in this area to our students, I began to research programs. What I found was so convicting. Summit HAS to include a Career Development and Exploration Program. Here's some of what I discovered:

In 1997, the five living presidents, Jimmy Carter, Gerald Ford, George H Bush, Bill Clinton and Nancy Reagan, representing Ronald Reagan, started the Presidents' Summit. The idea was to figure out how to follow through on "America's Promise" to our children. They created five promises to America's youth. The fourth promise, "An effective education that equips children with marketable skills," launched a study into the need for career development. As homeschooling parents, it is incumbent upon us to follow through on this promise to our children.

The research says that kids who are exposed to career development and exploration see a purpose for what they are doing. They are more likely to set goals, take more advanced classes to meet those goals, perform better in those classes, and have more hope about their future. If you want more info, please see the next page.

I have copied some notes from the Presidents' Summit Conference Program that gives a more in-depth explanation on the need for career development and exploration.

## Some “Notes” from The America’s Promise Alliance On Career Development

In April of 1997 Presidents Ford, Carter, Bush, Clinton and Nancy Reagan, representing Ronald Reagan stood on the steps of Independence Hall in Philadelphia and committed to renew a fundamental promise of America: that all children should have the opportunity to make the most of their full potential. Our increasingly knowledge-driven world demands people who have the education and skills to thrive in a competitive marketplace, and to understand the increasingly complex world in which they live. That means that in order to compete and succeed, all young people will need an effective education that prepares them for work and life.

**For the sake of our nation and our children, we cannot afford to allow the wrong road to become jammed, while the right road remains traveled by only those blessed with greater means or privilege. We cannot afford to surrender America’s Promise.**

### ***CONFERENCE PROGRAM, PRESIDENTS’ SUMMIT FOR AMERICA’S FUTURE, APRIL 1997***

How do we expect young people to dream if they don’t know what they can dream about? Opportunities for career exploration give young people broader exposure to the working world they will one day enter. It helps them “connect the dots” between school and career in ways that keep them motivated to graduate with the skills they will need for the future.

- Career exploration experiences and opportunities can improve academic performance. They also increase the likelihood that these students will complete high school and pursue post-secondary education.
- Career exploration opportunities improve the attitudes of young people about their career possibilities, motivating them to persevere.
- Career exploration improves students’ knowledge of career options, encouraging them to develop and work toward goals during the critical years when they are also beginning to venture beyond the orbit of their parents.
- With a better understanding of the working world, young people can more easily envision how they fit successfully into that world. Knowing the preparation, they will need for specific careers, participants also become better able to set realistic goals for themselves and pursue them.
- Students who are involved in career exploration are more likely to plan their high school courses of study carefully to gain the skills they will need. Students participating in career exploration programs as middle-schoolers are more likely to enroll in higher level math courses in high school and have higher self-esteem.

For more information, go to: [www.americaspromise.org/](http://www.americaspromise.org/)

## Class Period Bell Schedule

Time	Period
8:30 – 9:25 AM	1st Period
9:30 – 10:25 AM	2nd Period
10:30 – 11:25 AM	3rd Period
11:30 AM – 12:15 PM	Lunch
12:20 – 1:15 PM	4th Period
1:20 – 2:15 PM	5th Period
2:20 – 3:15 PM	6th Period

## Fee Schedule

Fee Title	Fee
Activity Fee	\$25
Graduation Fee	\$40
Mountain Lab School (Due March 1)	\$140
Ameritowne	\$20

## 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 will need 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 is offered. **Not all classes are offered each year.** Go to [www.thesummitacademy.org](http://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; 6<sup>th</sup> 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 Interim Superintendent: Kristopher Schuh

Achievement Director: Dr. Tom McMillen

Executive Director, Jefferson Academy: Tim Matlick

### Principals:

The Summit Academy: Stephanie Scarato

Jefferson Academy Secondary: Heather Grantham

Jefferson Academy Elementary: Debra O'Neill

For all The Summit Academy staff members and teachers, e-mail addresses are *(last name)@thesummitacademy.org*.

### Office Staff:

- Assistant Principal: Maren Miller
- Business Manager: Dawn Martinez
- Attendance/Records: Lisa Wassmer
- Facilities/Purchasing: Cyndi Lewis
- Registrar: Kory Smith
- Textbooks: Nesta Fleming
- Tech Support: Rob Smith
- Secretaries: Shannon Mullane and Elke Turner

### Aides:

- Javellana, Allan (Wednesday)
- Steward Amy (Thursday)
- Berry, Linda (Friday)
- Nelson, Tiffany (Friday Lunch Lead)
- Mower, Rachel (Wednesday and Thursday, 1st grade)
- Sharp, Amanda (Friday, 1st grade)

## Class Schedules

### Wednesday

Teacher	Classes Taught
Arndt, Amy	General Science (Grade 1) General Science (Grades 2-3) General Science (Grades 4-6) Computer Game Coding (Grades 4-6) Crime Scene Investigation (Grades 4-6)
Boyle, Rosalie	Computer Science Discoveries (Grades 7-8) Software Applications (Grades 7-12) Pre-Algebra (Grades 7-8) Passion Project (Grades 7-12) Computer Science Principles (Grades 9-12)
Bucher, Jordan	Introduction to General Aviation (Grades 9-12) Fall: Government; Spring: Economics (Grades 11-12) Congress and the Constitution (Grades 9-12) U.S. History (Grades 9-12) Middle School History (Grades 7-8) Climbing (Grades 9-12)
Cherry, Laura	1 <sup>st</sup> Grade Fun with Books (Grade 1) Geography (Grades 2-3) Geography (Grades 4-6) Book Club - Literature & Vocab (Grades 4-6)
Desrochers, Stephen	1 <sup>st</sup> Grade Art (Grade 1) Primary Art (Grades 2-3) Art (Grades 4-6) Sculpture (Grades 7-12)
Dormish, Angela	Reading Intervention - Barton (Grades 2-3) Reading Intervention- Barton (Grades 4-6) 1 <sup>st</sup> Grade Spanish (Grade 1) Reading Games & Fix It Grammar (Grades 2-3) Beginning Piano (Grades 2-3)
Farber, Selenia	Middle School Spanish (Grades 7-8) Spanish 1 (Grades 9-12) Spanish 2 (Grades 9-12) Spanish 3 (Grades 9-12)
Halladay, Rachel	Beginning Piano (Grades 2-12) Intermediate Piano (Grades 2-12) Beginning Guitar (Grades 7-12) Intermediate Guitar (Grades 7-12) Elementary Choir (Grades 2-6)
Hickman, Laurie	Art (Grades 4-6) Art (Grades 7-12) Dance (Grades 1-3) Dance (Grades 4-6) Middle School Dance (Grades 7-8)

Teacher	Classes Taught
Kohler, Gaylin	Famous People and the 7 Habits (Grades 4-6) 1 <sup>st</sup> Grade Math Games (Grade 1) Money \$tudy (Grades 4-6) Journalism/Newspaper (Grades 4-6) Fun with Books (Grades 2-3) Pioneer Crafts (Grades 4-6)
Lewis, Kallie	Climbing (Grades 2-3) Climbing (Grades 4-8) Speech & Debate (Grades 9-12) Video Production (Grades 7-12) Environmental Science (Grades 9-12)
Longtain, Ann	Words Workshop (Grades 7-12) Book Club - Literature & Vocab (Grades 7-12)
Mandl, Nancy	Elementary Spanish 2 (Grades 4-6) IEW Writing (Grades 4-6) IEW Writing 2 (Grades 5-6)
Mann, Lisa	Musical Theater (Grades 7-12) High School Choir (Grades 9-12) World Percussion Ensemble (Grades 7-12) Middle School Choir (Grades 7-9)
Marcy, Deanna	High School Writing 1 (Grades 9-12) Money Wi\$e (Grades 9-12) 7 Habits to SOAR (Grades 7-12) World Geography (Grades 9-12) Middle School Spanish 2 (Grades 7-8) Middle School Writing 2 (Grades 7-8)
Middaugh, Hayley	Leadership - School Council (Grades 4-6) Logic (Grades 4-6) Drama (Grades 4-6) Elementary U.S. History (Grades 4-6) Science and Design of Gardens (Grades 4-6) Middle School Writing 1 (Grades 7-8)
Miller, Maren	Literature (Grades 9-12) High School Writing 2 (Grades 11-12)
O'Connor, Rose	Climbing (Grades 2-3) Climbing (Grades 4-6) Maker Space (Grades 4-6)
Rauch, Jackie	Computer Graphics & Video Editing (Grades 4-8) Mountain Lab School (Grades 5-8) Sewing (Grades 4-6) Beginning Computer Skills (Grades 2-4) Intermediate Computer Skills (Grades 4-6)

Teacher	Classes Taught
Salgado, Tracy	Brain Games (Grades 2-3) Brain Games (Grades 4-6) Mystery Science (Grades 2-3) Primary Spanish (Grades 2-3) Natural Wonders of the World (Grades 2-4) Elementary Spanish 1 (Grades 4-6)
Savage, Amy	Kindergarten
Sharp, Denise	Physical Education (Grade 1) Physical Education (Grades 2-4) Physical Education (Grades 5-6) Lifestyle Health (7-12)
Simon, Ruth	Signing Choir (Grades 7-12) American Sign Language 1 (Grades 7-12) American Sign Language 2 (Grades 8-12) 7 Habits to SOAR (Grades 9-12)
Smith, Robert	SAT Prep (Grades 9-12) Geometry (Grades 9-12) Algebra 1 (Grades 8-12) Algebra 2 (Grades 9-12) Pre-Calculus (Grades 11-12)
Stayer, Pam	Math Games (Grades 2-3) Math Games (Grades 4-6) Young Entrepreneurs (Grades 4-6) Creative Drama (Grades 2-3) Colorado History (Grades 4-6)
Stordeur, Diana	Middle School Science (Grades 7-8) Chemistry (Grades 10-12) Biology (Grades 9-12)
Vizcaino, Crystal	Nature Crafts (Grades 2-3) Electronics - Snap Circuits & LittleBits (Grades 2-3) Makerspace- Storytelling (Grades 2-3) Hands on U.S. History (Grades 2-3) Kitchen Classroom (Grades 2-3)
Zerr, Robbie	Career Exploration (Grades 7-8) Computer Programming (Grades 9-12) Design & Modeling (Grades 7-8) Intro to Engineering (Grades 9-12) Ultimate PBL - Drones (Grades 9-12)

## Thursday

Teacher	Classes Taught
Arndt, Amy	General Science (Grade 1) General Science (Grades 2-3) General Science (Grades 4-6) Computer Game Coding (Grades 4-6) Crime Scene Investigation (Grades 4-6)
Boyle, Rosalie	Computer Science Discoveries (Grades 7-8) Software Applications (Grades 7-12) Pre-Algebra (Grades 7-8) Passion Project (Grades 7-12) Computer Science Principles (Grades 9-12)
Bucher, Jordan	Introduction to General Aviation (Grades 9-12) Fall: Government; Spring: Economics (Grades 11-12) Congress and the Constitution (Grades 9-12) U.S. History (Grades 9-12) Middle School History (Grades 7-8) Climbing (Grades 9-12)
Carreras, Beth	Kindergarten
Cherry, Laura	1 <sup>st</sup> Grade Fun with Books (Grade 1) Geography (Grades 2-3) Geography (Grades 4-6) Book Club - Literature & Vocab (Grades 4-6)
Desrochers, Stephen	1 <sup>st</sup> Grade Art (Grade 1) Primary Art (Grades 2-3) Art (Grades 4-6) Sculpture (Grades 7-12)
Dormish, Angela	Reading Intervention - Barton (Grades 2-3) Reading Intervention- Barton (Grades 4-6) 1 <sup>st</sup> Grade Spanish (Grade 1) Reading Games & Fix It Grammar (Grades 2-3) Beginning Piano (Grades 2-3)
Farber, Selenia	Middle School Spanish (Grades 7-8) Spanish 1 (Grades 9-12) Spanish 2 (Grades 9-12) Spanish 3 (Grades 9-12)
Halladay, Rachel	Beginning Piano (Grades 2-12) Intermediate Piano (Grades 2-12) Beginning Guitar (Grades 7-12) Intermediate Guitar (Grades 7-12) Elementary Choir (Grades 2-6)
Hickman, Laurie	Art (Grades 4-6) Art (Grades 7-12) Dance (Grades 1-3) Dance (Grades 4-6) Middle School Dance (Grades 7-8)

Teacher	Classes Taught
Kohler, Gaylin	Famous People and the 7 Habits (Grades 4-6) 1 <sup>st</sup> Grade Math Games (Grade 1) Money \$tudy (Grades 4-6) Journalism/Newspaper (Grades 4-6) Fun with Books (Grades 2-3) Pioneer Crafts (Grades 4-6)
Lewis, Kallie	Climbing (Grades 2-3) Climbing (Grades 4-8) Speech & Debate (Grades 9-12) Video Production (Grades 7-12) Environmental Science (Grades 9-12)
Longtain, Ann	Words Workshop (Grades 7-12) Book Club - Literature & Vocab (Grades 7-12)
Mandl, Nancy	Elementary Spanish 2 (Grades 4-6) IEW Writing (Grades 4-6) IEW Writing 2 (Grades 5-6)
Mann, Lisa	Musical Theater (Grades 7-12) High School Choir (Grades 9-12) World Percussion Ensemble (Grades 7-12) Middle School Choir (Grades 7-9)
Marcy, Deanna	High School Writing 1 (Grades 9-12) Money Wi\$e (Grades 9-12) 7 Habits to SOAR (Grades 7-12) World Geography (Grades 9-12) Middle School Spanish 2 (Grades 7-8) Middle School Writing 2 (Grades 7-8)
Middaugh, Hayley	Leadership - School Council (Grades 4-6) Logic (Grades 4-6) Drama (Grades 4-6) Elementary U.S. History (Grades 4-6) Science and Design of Gardens (Grades 4-6) Middle School Writing 1 (Grades 7-8)
Miller, Maren	Literature (Grades 9-12) High School Writing 2 (Grades 11-12)
O'Connor, Rose	Climbing (Grades 2-3) Climbing (Grades 4-6) Maker Space (Grades 4-6)
Rauch, Jackie	Computer Graphics & Video Editing (Grades 4-8) Mountain Lab School (Grades 5-8) Sewing (Grades 4-6) Beginning Computer Skills (Grades 2-4) Intermediate Computer Skills (Grades 4-6)

Teacher	Classes Taught
Salgado, Tracy	Brain Games (Grades 2-3) Brain Games (Grades 4-6) Mystery Science (Grades 2-3) Primary Spanish (Grades 2-3) Natural Wonders of the World (Grades 2-4) Elementary Spanish 1 (Grades 4-6)
Sharp, Denise	Physical Education (Grade 1) Physical Education (Grades 2-4) Physical Education (Grades 5-6) Lifestyle Health (7-12)
Simon, Ruth	Signing Choir (Grades 7-12) American Sign Language 1 (Grades 7-12) American Sign Language 2 (Grades 8-12) 7 Habits to SOAR (Grades 9-12)
Smith, Robert	SAT Prep (Grades 9-12) Geometry (Grades 9-12) Algebra 1 (Grades 8-12) Algebra 2 (Grades 9-12) Pre-Calculus (Grades 11-12)
Stayer, Pam	Math Games (Grades 2-3) Math Games (Grades 4-6) Young Entrepreneurs (Grades 4-6) Creative Drama (Grades 2-3) Colorado History (Grades 4-6)
Stordeur, Diana	Middle School Science (Grades 7-8) Chemistry (Grades 10-12) Biology (Grades 9-12)
Vizcaino, Crystal	Nature Crafts (Grades 2-3) Electronics - Snap Circuits & LittleBits (Grades 2-3) Makerspace- Storytelling (Grades 2-3) Hands on U.S. History (Grades 2-3) Kitchen Classroom (Grades 2-3)
Zerr, Robbie	Career Exploration (Grades 7-8) Computer Programming (Grades 9-12) Design & Modeling (Grades 7-8) Intro to Engineering (Grades 9-12) Ultimate PBL - Drones (Grades 9-12)

## Friday

Teacher	Classes Taught
Arndt, Amy	General Science (Grade 1) General Science (Grades 2-3) General Science (Grades 4-6) Computer Game Coding (Grades 4-6) Crime Scene Investigation (Grades 4-6)
Boyle, Rosalie	Computer Science Discoveries (Grades 7-8) Software Applications (Grades 7-12) Pre-Algebra (Grades 7-8) Passion Project (Grades 7-12) Computer Science Principles (Grades 9-12)
Bucher, Jordan	Introduction to General Aviation (Grades 9-12) Fall: Government; Spring: Economics (Grades 11-12) Congress and the Constitution (Grades 9-12) U.S. History (Grades 9-12) Middle School History (Grades 7-8) Climbing (Grades 9-12)
Carreras, Beth	Kindergarten
Cherry, Laura	1 <sup>st</sup> Grade Fun with Books (Grade 1) Geography (Grades 2-3) Geography (Grades 4-6) Book Club - Literature & Vocab (Grades 4-6)
Desrochers, Stephen	1 <sup>st</sup> Grade Art (Grade 1) Primary Art (Grades 2-3) Art (Grades 4-6) Sculpture (Grades 7-12)
Dormish, Angela	Reading Intervention - Barton (Grades 2-3) Reading Intervention- Barton (Grades 4-6) 1 <sup>st</sup> Grade Spanish (Grade 1) Reading Games & Fix It Grammar (Grades 2-3) Beginning Piano (Grades 2-3)
Halladay, Rachel	Beginning Piano (Grades 2-12) Intermediate Piano (Grades 2-12) Beginning Guitar (Grades 7-12) Intermediate Guitar (Grades 7-12) Elementary Choir (Grades 2-6)
Hickman, Laurie	Art (Grades 4-6) Art (Grades 7-12) Dance (Grades 1-3) Dance (Grades 4-6) Middle School Dance (Grades 7-8)

Teacher	Classes Taught
Javellana, Mollie	Nature Crafts (Grades 2-3) Electronics - Snap Circuits & LittleBits (Grades 2-3) Makerspace- Storytelling (Grades 2-3) Hands on U.S. History (Grades 2-3) Kitchen Classroom (Grades 2-3)
Kohler, Gaylin	Famous People and the 7 Habits (Grades 4-6) 1 <sup>st</sup> Grade Math Games (Grade 1) Money \$tudy (Grades 4-6) Journalism/Newspaper (Grades 4-6) Fun with Books (Grades 2-3) Pioneer Crafts (Grades 4-6)
Lewis, Kallie	Climbing (Grades 2-3) Climbing (Grades 4-8) Speech & Debate (Grades 9-12) Video Production (Grades 7-12) Environmental Science (Grades 9-12)
Longtain, Ann	Words Workshop (Grades 7-12) Book Club - Literature & Vocab (Grades 7-12)
Mandl, Nancy	Elementary Spanish 2 (Grades 4-6) IEW Writing (Grades 4-6) IEW Writing 2 (Grades 5-6)
Mann, Lisa	Musical Theater (Grades 7-12) High School Choir (Grades 9-12) World Percussion Ensemble (Grades 7-12) Middle School Choir (Grades 7-9)
Marcy, Deanna	High School Writing 1 (Grades 9-12) Money Wi\$e (Grades 9-12) 7 Habits to SOAR (Grades 7-12) World Geography (Grades 9-12) Middle School Spanish 2 (Grades 7-8) Middle School Writing 2 (Grades 7-8)
Middaugh, Hayley	Leadership - School Council (Grades 4-6) Logic (Grades 4-6) Drama (Grades 4-6) Elementary U.S. History (Grades 4-6) Science and Design of Gardens (Grades 4-6) Middle School Writing 1 (Grades 7-8)
Miller, Maren	Literature (Grades 9-12) High School Writing 2 (Grades 11-12)
O'Connor, Rose	Climbing (Grades 2-3) Climbing (Grades 4-6) Maker Space (Grades 4-6)

Teacher	Classes Taught
Rauch, Jackie	Computer Graphics & Video Editing (Grades 4-8) Mountain Lab School (Grades 5-8) Sewing (Grades 4-6) Beginning Computer Skills (Grades 2-4) Intermediate Computer Skills (Grades 4-6)
Rowan, Chelsea	Middle School Spanish (Grades 7-8) Spanish 1 (Grades 9-12) Spanish 2 (Grades 9-12) Spanish 3 (Grades 9-12)
Salgado, Tracy	Brain Games (Grades 2-3) Brain Games (Grades 4-6) Mystery Science (Grades 2-3) Primary Spanish (Grades 2-3) Natural Wonders of the World (Grades 2-4) Elementary Spanish 1 (Grades 4-6)
Sharp, Denise	Physical Education (Grade 1) Physical Education (Grades 2-4) Physical Education (Grades 5-6) Lifestyle Health (7-12)
Simon, Ruth	Signing Choir (Grades 7-12) American Sign Language 1 (Grades 7-12) American Sign Language 2 (Grades 8-12) 7 Habits to SOAR (Grades 9-12)
Smith, Robert	SAT Prep (Grades 9-12) Geometry (Grades 9-12) Algebra 1 (Grades 8-12) Algebra 2 (Grades 9-12) Pre-Calculus (Grades 11-12)
Stayer, Pam	Math Games (Grades 2-3) Math Games (Grades 4-6) Young Entrepreneurs (Grades 4-6) Creative Drama (Grades 2-3) Colorado History (Grades 4-6)
Stordeur, Diana	Middle School Science (Grades 7-8) Chemistry (Grades 10-12) Biology (Grades 9-12)
Zerr, Robbie	Career Exploration (Grades 7-8) Computer Programming (Grades 9-12) Design & Modeling (Grades 7-8) Intro to Engineering (Grades 9-12) Ultimate PBL - Drones (Grades 9-12)