

SUMMIT Communication Policy

Many of you have communication needs occurring during the Summit day and throughout the week. In order to best meet the needs of everyone, please observe the following:

*Someone will be available to answer the Summit line at 303-438-6985 between the hours of 8:00a.m. and 4:00 p.m. 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 on the Summit phone. If students are waiting for messages or calls from parents, coaches, or employers, or if they need to make a personal phone call using their cell phone, they may do so at the Summit office, with permission from office staff.

*Phone calls received during the weekend on non-Summit days may not be answered. Messages will be returned on the next school day.

*Please make use of the SUMMIT website and newsletters. Almost everything you want to know can be found in one or both of these two locations.

*Please check your emails regularly. I try not to post things at the last minute, but sometimes this is unavoidable, especially in the case of bad weather. Please check your email the evening before your child attends SUMMIT.

*Please check your family folder at the end of each SUMMIT day. Teachers and the Summit office staff use family folders to communicate with parents and students. Report cards, updated schedules, Scholastic book order forms, artwork, returned schoolwork, and even certain lost and found items are often placed in family folders.

SUMMIT COMMUNICATION

Phone: 303-438-6985 FAX: 303-438-6662

CONTACT TEACHERS: lastname@thesummitacademy.org for example, jones@thesummitacademy.org

Stephanie Scarato: scarato@thesummitacademy.org

Textbook Questions: textbook@thesummitacademy.org (Monika)

Absences: absence@thesummitacademy.org (Lisa)

Schedule Changes: schedulechange@thesummitacademy.org (Rosalie and Stephanie)

Nurse and Health Questions: nurse@thesummitacademy.org (Deanna)

Concurrent Enrollment Questions: concurrentenrollment@thesummitacademy.org