



STUDENT HANDBOOK

2019 - 2020

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PROGRAM INFORMATION

Mission Statement:

The mission of the School is to empower families, teachers, and community members by creating an educational culture that offers academic and social support and prepares students for a successful transition to the world of work or post-secondary education.

Overview:

Summit Learning Charter is a public charter high school sponsored by Estacada School District. Summit's Early College Program is a 10th-12th grade public charter high school learning experience. The primary fit is for students in the Early College is 16 years and older.

A student can earn transferable credits to a four-year university, explore trades and technical career options, work towards skill development, or get started on an associates degree.

All Early College students enrolled in the school are earning dual credit from a local community college that applies to both a high school diploma and a college transcript.

Summit Learning Charter pays college tuition and fees for 12 college credits per term. Students may choose to take more credits, however, any amount that exceeds the authorized school remuneration is the responsibility of the student and/or family to pay directly to the college.

Students will be provided a \$150 textbook stipend/prepaid visa per term.

ENROLLMENT REQUIREMENTS

Age:

Students in the Early College Program at Chemeketa Community College are required to be at least 16 years old.

Test Scores:

The minimum college placement requirements to enroll in the Early College Program at Chemeketa are:

Math: Math 70

Reading: Reading 115

Writing: Writing 115

GPA:

Prior to enrollment, all potential Early College students are required to have at **least a cumulative high school 2.3 GPA**. If a student has been solely homeschooled, this requirement does not apply. **Students also must be on track to graduate.**

***Additionally, enrollment in the Early College Program is based on the discretion of the admissions team.**

Summit Learning Charter's mission is to place a student, based on their abilities and needs, in the best suited academic environment. If the Summit Learning Charter admissions team feels the Early College Program may not be the most appropriate academic setting for a student, other program options will be suggested.

If potential students are not admitted into Summit Learning Charter's Early College Program, Summit staff will recommend other academic options. These could include other programs through Summit Learning Charter, Chemeketa's High School Partnership Program, or Chemeketa Community College.

DIPLOMA REQUIREMENTS

It is the goal of Summit Learning Charter's Early College Program to provide learners with a pathway to complete Oregon's graduation requirements.

At any time in the year, our team may discuss with the student and/or the student's parent(s) alternative education options for graduation that may be legitimate alternatives to curriculum or a standard diploma.

Summit Learning Charter advisors have the final word and authority to plan a graduation decision.

Summit Learning Charter graduates students within their state allotted high school experience. Summit is required to graduate students within four years.

Oregon Standard Diploma:

The following represents the credits required, by subject, to complete the Standard Oregon Diploma.

| | |
|--------------------------------------------|--------------------|
| Language Arts | 4.0 credits |
| Math (Algebra I/Math 060 or higher) | 3.0 credits |
| Science (at least two science labs) | 3.0 credits |
| Social Studies | 3.0 credits |
| Physical Education | 1.0 credits |
| Health | 1.0 credits |
| Career & Tech/World Lang/Arts | 3.0 credits |
| Electives | <u>6.0 credits</u> |
| Total | 24.0 credits |

- **Social Studies:** To create a well rounded, academically diverse transcript, students must earn or have earned at least **one** history course.
- **Science:** To create a well rounded, academically diverse transcript, students must complete at least 2 of these 4 sciences (Phy Sci, Biology, Chemistry, Physics).
- **Grading Options:** students cannot change their grading option to pass/no pass, or withdraw from class without advisor approval.
- **Pass/No Pass:** The maximum Pass/No Pass options allowed, per student, is two.

In Addition, all students must demonstrate proficiency in **Essential Skills for Math, Reading, and Writing. This is accomplished through state assessments, work samples, or other approved alternatives.**

Credit amounts exceeding the requirement in any subject area will roll over to the elective requirements for the high school diploma.

Chemeketa Community College Classes:

Students enrolled in the Summit Learning Charter Early Program at Chemeketa Community College will take classes at Chemeketa Community College. Classes completed at Chemeketa Community College can translate into high school credit. The following table demonstrates which Chemeketa Community College class subjects can be used to complete which high school credits for the Standard Oregon Diploma:

| Credit Conversion Outline | |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HIGH SCHOOL SUBJECT | COLLEGE COURSES THAT WILL BE APPLIED TOWARD EACH HIGH SCHOOL SUBJECT |
| Language Arts(LA) | Most Communication(COMM), English(ENG), Reading(RD), and Writing(WR) courses |
| Math(MA) | Most Math(MA) courses |
| Science (SC) | Most Biology(BI), Chemistry(CH), Geology(GEO), General Science(GS), and Physics(PH) courses |
| Social Studies(SS) | Most Anthropology(ATH), Chicano/Latino Studies(CLA), Economics(EC), Geography(GEG), History(HST), Political Science(PS), Psychology(PHY), Sociology(SOC), and Women's Studies(WS) courses |
| Physical Education (PE) | All Physical Education(PE) courses |
| Health(HE) | Most Health Education(HE), Health and Human Performance(HPE), and Nutrition and Food Management(NFM) courses |
| Career and Technical Education (CTE)/World Language/Arts (RE) | Most Art(ART), American Sign Language(ASL), Automotive(AUM), Business Administration(BA), Business Technology(BT), Computer Applications(CA), Computer-Aided Manufacturing(CAM), Counseling and Guidance(CG), Chinese(CHN), Computer Information Systems(CIS), Criminal Justice(CJ), Computer Science(CS), Dental Assisting(DEN), Drafting Technology(DRF), Early Childhood Education(ECE), Education(ED), Engineering(EGR), Electronics Technologies(ELT), Emergency Medical Terminology(EMT), Film Arts(FA), Field Experience(FE), French(FR), Fire Protection Technology(FRP), First Year Experience(FYE), General Engineering(GE), Hemodialysis Technology(HEM), Health Information Management(HM), Horticulture(HOR), Hospitality and Tourism Management(HTM), Human Services(HS), Journalism(JNL), Japanese(JPN), Music Performance(MUP), Music(MUS), Nursing(NUR), Russian(RUS), Spanish(SPN), Theatre(TA), Visual Communications(VC), Welding Fabrication(WFB), and Welding(WLD) courses |
| Electives(EL) | Any excess credit and courses that are not listed above will be applied toward electives. |

Credit Conversion:

| College Credits | = | High School Credit |
|-----------------|---|--------------------|
| 1 | = | .25 |
| 2 | = | .5 |
| 3 | = | .75 |
| 4+ | = | 1.0 |

Other High School Classes:

Any student enrolled in Summit Learning Charter's Early College Program may **NOT** be enrolled in any other public high school. This would include taking one or more classes at a public high school.

High School Sports:

Any student participating in a high school sport at their local public high school needs to inform the Summit Learning Charter's Early College Registrar.

State Testing:

Summit Learning Charter is a public high school and, as such, must adhere to all state requirements. 11th-grade students enrolled in Summit Learning Charter must participate in the state assessments if they have not previously taken and passed the reading, writing, math, or science exams. 12th graders must participate in the state assessments if they have not previously taken and passed the state reading exam.

Students will be notified in advance about testing opportunities and will be required to choose a date and time to complete the assessments. Summit Learning Charter Early College Program's assessment begins in the spring.

***Summit Learning Charter NEVER guarantees that a student will complete a college degree/certificate upon completion of our program.** Summit Learning Charter's Early College Program operates as a public high school and our main focus is completing students' high school diploma requirements. **

PROGRAM REQUIREMENTS

Orientation:

All students enrolling into Summit Learning Charter's Early College Program at Chemeketa Community College are **required** to attend a two-hour orientation prior to the starting term. During orientation, Summit and Chemeketa expectations will be covered and students will log-in to their My Chemeketa accounts and will register into classes. **For the first term, classes for Early College students will be selected by the advisor prior to orientation.** These pre-selected classes are generally based off of courses previously completed and college placement scores.

If a student is under age 18, a parent/guardian is required to attend orientation.

Advising:

Why is advising important?

The goal of a student advisor is to provide assistance to all students and promote positive academic, career, social, and personal development. Student advisors are there to be resources for the students. **Students are encouraged to reach out to their advisor at any time during the school year with questions, comments, or needed support.** Advisors can assist students by:

- Exploring career options with them
- Creating goals with them
- Reviewing and updating educational plans and goals
- Tracking progress toward graduation
- Approving course selections each term
- Communicating important information and dates
- Helping to troubleshoot and problem-solve issues with the college
- Providing academic, social, and personal support

Advising Requirements

- All Early College students are **required** to participate in course advising prior to registering for classes. This is approximately one time per term. Advising meetings last about 40 minutes in length and longer meetings can be requested.
- Students are required to schedule an appointment with their advisor each term. Summit Learning Charter Early College advisors will send out sign-up information before each advising session.

- Summit Learning Charter advisors will coordinate your diploma requirements and approve all course decisions.
- Following advising with Summit Learning Charter, students must complete course registration on their own through their My Chemeketa account.
- If students are pursuing a degree/certificate, it is strongly suggested students meet with a Chemeketa advisor.

**Only during the first week of classes will students be able to solidify their schedule. Please notify your advisor of any changes!

Be sure to stay at the 12 credit minimum and do **NOT** make **ANY** changes without approval, as changes could impact your graduation status.

Registering For Classes:

After meeting with the Summit Learning Charter advisor, students will then have the approval to register for the recommended classes for that term.

Students register for classes on their own in their My Chemeketa account on their assigned registration date. Students' assigned registration date can be found in their My Chemeketa account. **Again, any changes must be pre-approved by your Summit Learning Charter Early College advisor.**

Adding/Dropping Classes:

Students **MUST** have advisor approval to add or drop any classes after an authorized schedule has been submitted to Summit Learning Charter. If students drop or add any classes without approval, they will be put on a behavioral contract. (See page #12 for details).

If a student drops a course after the "drop with refund date," he/she will also be subject to a behavioral contract. Adding/Dropping classes can be done through students' My Chemeketa accounts.

Credit Load:

- Students must be registered for 12 college credits every term.
- Courses must count toward the completion of the high school diploma requirements.
- Students **MUST** attend the majority of their courses on campus - ***online courses will only be allowed on a case-by-case basis, with advisor approval. Summit will not authorize online Science or Math classes.***

Tuition and Fees:

Summit Learning Charter will pay up to \$1535 in tuition per term. Typically this amount should cover 12 credits and may cover more, depending on the course fees. Online courses and some classes have additional fees. Any amount above \$1535 will be the responsibility of the student and/or family.

Financial Aid:

Students in the Summit Learning Charter Early College Program at Chemeketa cannot accept or receive any financial aid while being sponsored by Summit Learning Charter.

Textbooks:

Upon receipt and authorization of a schedule by the stated deadline, students will receive a book stipend in the form of a prepaid Visa each term of \$150.00.

Stipends for students under the age of 18 will be addressed to the student's parent or legal guardian.

Students are encouraged to search online for good deals on books or explore renting options in order to maximize their stipends. Some suggested online retailers are:

www.amazon.com

www.bookfinder.com

http://www.chegg.com/?adobe_reloaded=true

Some colleges have book exchanges where students can find books at a much cheaper rate. Books purchased are for the student to keep. Students are encouraged to sell back any books purchased at the bookstore in order to stretch their stipends further.

The book stipend is for the student to keep no matter the actual cost of the books for that term.

*If a student withdraws from the college for any reason before the end of the term, the book stipend **must** be returned to Summit Learning Charter in full.

Communication:

Communicate, communicate, communicate – students must maintain frequent communication with their Summit Learning Charter advisor, teachers, school staff, and advisors at the college. Both are there to act as a resource for concerns and questions. **(If a student does not respond to a Summit Learning Charter advisor's or registrar's request for communication within 10 school days, the**

student will be withdrawn from the school based on the Oregon attendance laws for public schools.)

Students' My Chemeketa email will be the main form of communication between Summit Learning Charter staff and students. Students are expected to check their My Chemeketa email regularly and respond to requests in a timely manner.

Contact Information:

Students are **required** to provide Summit Learning Charter staff with current and correct contact information. This includes addresses, phone numbers, emails, and emergency contacts. A student's failure to provide current and correct contact information can result in being put on a behavioral contract (see page #12).

Creating College Success (FYE105):

Students in the Summit Learning Charter Early College Program at Chemeketa are **required** to take Creating College Success (FYE105) during one of their first two terms in the program. FYE105 is designed for first-year college students and focuses on strategies for achieving success in college and in life.

Salem Students:

Salem students are **required** to attend classes on the South Campus (Building 50 and the surrounding modules) through the High School Partnership Program for their first **two** terms in Summit Learning Charter's Early College Program. **Exceptions may only be granted through advisor approval.**

Students attending the South Campus are required to wear a student ID badge when in Building 50 and the surrounding modules. Students will receive an ID badge at orientation.

Parking in the South Campus parking lot by Building 50 and the surrounding modules is FREE. If students park on Chemeketa's main campus, a parking permit is required. Parking permits can be purchased either through students' My Chemeketa accounts or through Campus Public Safety in Building 2.

COLLEGE ESSENTIALS

Students should become familiar with their Chemeketa campus to get the tools needed for success. Before the first term starts, students should check out Chemeketa's website and go to the campus to make sure they are ready for their first day.

Parking/Transportation – Students should have a plan for how they will get to campus. Bus passes may be available through the High School Partnership Program at Chemeketa and students should contact the advisor if a bus pass is needed.

Parking can be very tight on Chemeketa’s campuses. Students need to go early to campus to leave themselves enough time to park and make it to class on time.

SUCCESS IN COLLEGE

1. Register early for classes and have a backup plan for courses that are not available.
2. Allow sufficient preparation and study time for demanding courses.
3. Prepare for the transfer process early. Students should connect with the four-year university of their choice to indicate interest in specific programs and to ensure the transferability of community college credits.
4. Get to know instructors and classmates.
5. Attend every class. If missing a class is unavoidable, the student should get in touch with the instructors as soon as possible to get missed assignments and information. Also, students should try to get a copy of notes from a classmate.
6. Become familiar with the college campus. Find out where different offices are located and who can help.
7. Follow the instructor’s syllabus, becoming aware of directions and assignments for each class.
8. Come to class fully prepared and avoid falling behind in coursework.
9. Submit assignments on time.
10. Ask questions any time you don’t understand or are confused about something. THERE ARE NO DUMB QUESTIONS!
11. Find a “study buddy” and/or form study groups for each class.
12. Prepare for exams early and contact the instructor as soon as possible if not able to attend.
13. Get involved in campus activities.

ACADEMIC AND BEHAVIORAL REGULATIONS

| Academic Violation | First Offense | Second Offense | Third Offense |
|------------------------------------------------------------------------|------------------------|----------------------------|-----------------------------|
| Student fails to drop or withdraw from a class by the posted deadlines | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student fails to communicate with advisor in a timely manner. | *Academic Alert | *Academic Probation | *Academic Suspension |

| Academic Violation | First Offense | Second Offense | Third Offense |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------|-----------------------------|
| Student fails to show up for scheduled appointment(s). | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student fails to notify SLC advisor of change to schedule. | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student fails to provide accurate or up-to-date contact information to SLC. | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student receives F, D, NP, N, W or Y grade for a class. | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student falls below the 12 credit minimum without SLC advisor permission. | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student fails to maintain term GPA of 2.0. | *Academic Alert | *Academic Probation | *Academic Suspension |
| Student fails two or more classes. | *Academic Suspension (Unless otherwise determined through a meeting with the advisor.) | <i>No second offense</i> | <i>No third offense</i> |
| Student fails to attend any classes and/or does not officially withdraw from the college without notifying SLC. | *Academic Suspension | <i>No second offense</i> | <i>No third offense</i> |
| Student violates the college's Student Code of Conduct | *Academic Suspension | <i>No second offense</i> | <i>No third offense</i> |

***Academic Alert** - Students in this status will be required to have an on-campus advising session with their Summit Learning Charter advisors and will be encouraged to take advantage of academic support resources at the college to assist them with the areas of concern.

Students who fail to meet with their SLC advisor will be placed on Academic Probation for the subsequent term. (*Not including Summer Term*)

***Academic Probation** – Students in this status will be required to have a face-to-face advising session with their Summit Learning Charter advisor as well as to provide status updates at least twice during the subsequent term. (*Not including Summer Term*) Students who fail to follow the probation procedures, will be placed on Academic Suspension for the subsequent term.

***Academic Suspension** – Students in this status will be required to meet face-to-face with their Summit Learning Charter advisors and will not be allowed to enroll in the subsequent term at the college. (*Not including Summer Term*)

Students can appeal. If the appeal is accepted by Summit Learning Charter, intervention strategies and provisions will be set for the re-enrollment of a student the term following the suspension.

| Behavioral Violation | Consequence |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Cheating or Plagiarism | Summit Learning Charter will back and support the decisions of the individual colleges when it comes to disciplinary actions for students who are found to be in violation of any of the colleges' general policies, including those listed herein. |
| Unauthorized use or access of college technology | |
| Abuse, harassment, intimidation, or threats by any means toward another student or a staff member | |
| Possession, consumption, being under the influence, or furnishing of alcoholic beverages or dangerous drugs | |
| Failure to comply with the rules regarding firearms | |
| Conduct that substantially interferes with the opportunity for all members of the college community to attain their educational objectives | |
| Violations of published college regulations | |

PARENT/GUARDIAN RESPONSIBILITIES

1. Support your student
2. Ask your student questions about the progress he or she is making or how classes are going
3. If you need information or have concerns, contact your student's Early College counselor/advisor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Summit Learning Charter:

If a student is under 18 years of age, Summit Learning Charter staff may communicate with the parent(s)/guardian(s). If a student is 18 years or older,

Summit Learning Charter staff may NOT communicate with parent(s)/guardian(s) unless a student completes a signed release form. Signed release forms will be given out when requested by the student.

If a student is under 18 years of age, Summit Learning Charter staff may NOT communicate to other family members, other than the parent(s)/guardian(s), or friends unless a signed release form is signed by a parent/guardian.

If a student is 18 years of age older, Summit Learning Charter staff may NOT communicate to parent(s)/guardian(s), other family members, or friends unless a signed release form is signed by the student.

***Summit Learning Charter's signed release forms must be renewed annually.**

****The above does not apply to emergency contacts in emergency situations.**

Chemeketa Community College:

Privacy laws (FERPA) require that your student communicates with Chemeketa Community College. Parents/guardians are NOT able to do this for their student, regardless of student age. If a student would like a parent/guardian, family member, or friend to be able to communicate with Chemeketa Community College, the student needs to fill out a FERPA release through their My Chemeketa account.

ENGLISH AS A SECOND LANGUAGE (ESL)

If a student qualifies for ESL services, one of our ESL teachers will be responsible for working with the student and his/her teacher(s) in providing the student with the appropriate curriculum.

SPECIAL EDUCATION SERVICES

If a student has qualified for Special Education Services, our Special Education Coordinator will work with the student, family, and the Estacada School District to make sure that the student's needs are being met. Estacada School District is responsible for maintaining all IEP's and for providing Special Education Services to Summit Learning Charter students who qualify.

If a student has not previously been identified as being eligible to special education services but feels he/she may need these services, a referral to our Special Education Coordinator is the first step.

The coordinator will review the student's request and refer it to the district. If the district determines that an evaluation is required, the next steps will be communicated through the district's Special Education Specialist. Upon completion of the evaluation, the student, family, and the Estacada District IEP team will determine whether the student qualifies for Special Education Services and an Individual Education Plan (IEP) will be written and presented to the student and family.

All services for Special Education – testing and support are the sole responsibility of the Estacada School District and their IEP team per Oregon Charter Law.

Section 504 Accommodation Plan:

If a student has a Section 504 Accommodation Plan or would like accommodations through a Section 504 Accommodation Plan, please contact the advisor.

IMPORTANT CONTACT INFORMATION

Summit Learning Charter Administrator

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