



Student – Parent Handbook 2023/24 School Year

Physical Address:

30391 Eagle Creek-Sandy Hwy 211
Eagle Creek, OR 97022
Office: **(503) 630-5001**
Fax: **(503) 630-5206**

TABLE OF CONTENTS

Who We Are	4
Mission Statement	5
Vision & Themes	5
Our Board	6
Summit Learning Charter Staff	6
Educational Advisors (Grades 6-12)	9
School Counselor	9
Content Area Teachers	9
Attendance	10
Communication	11
Grading	12
Graduation Objectives	14
Essential Skills	15
State Assessments	15
Procedure to Transfer Credit	16
Summer School	16
Administrative Responsibilities	16
Discipline	19
Student Code of Conduct	19
Plagiarism	19
Academic Honesty	19
Online Behavior	20
Computer Usage	20
Student Support	22
Reporting	22
Overview of Disciplinary Consequences	23
Family Educational Rights and Privacy Act (FERPA)	25
Medical/Emergency Information	25
Communicable Disease	25
Immunizations	26
EL (English Learner Services)	27
Special Education Services	27
Process for Computer Issues	28
Tips and Hints to keep your computer healthy	28
Installed Software	29

Proper Computer Use & Usage Monitoring	29
Tips for Parents/ Guardians	29
Field Trips / Required Activities	30
Extra-curricular activities	31
FAQs, Frequently Asked Questions	31
Public Complaint Procedure	33

Who We Are

Summit Learning Charter is a regional leader in online learning specializing in virtual education blended with real-life enrichment and dual credit college programs.

We expertly leverage a variety of curriculum resources to offer choices for our learner's interests, build unique schooling programs to serve all students' continual growth in K-12th grade, and work to create learning pathways specific for each student.

It is our **experience**, **commitment** to student success, and our **culture of support** that distinguishes Summit Learning Charter from other available options.

Summit students have options – we have over 200 classes in a variety of curriculum choices and blend a schedule together to best fit each learner. Our school counselors and advisors are always available to help work with families to build a challenging and worthwhile learning path for students.

Summit Learning Charter serves students and families in the greater Portland Metro area and all across Oregon. We offer a unique blended environment of online classes and in-person learning experiences.

- Attend LIVE (via the zoom virtual meeting platform), in person at our Eagle Creek Campus / Virtual classes, learning activities, tutoring, and study halls.
- Accredited by Cognia
- Our teachers are all highly qualified and experts in their fields
- Individualized learning experience
- Customize the instruction level and curriculum type
- Our teachers also have created core and elective classes for students across 6th-12th grades that are highly engaging and built with our student population in mind.

Mission Statement

The mission of the School is to empower students, 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.

Vision & Themes

Empower every learner with a challenging, innovative, and personalized education.

- The **Family/Learning Coach** is the primary support for the learner
 - Family engagement, participation, and support is welcomed and expected
- **Personalized learning** / not “one-size fits all”
 - Every student can learn
 - Every student learns differently
 - Provide rich and varied curriculum choices and learning modes
- **Continuous improvement** is the expectation
 - For all faculty
 - For the institution
 - For all learners

EQUITY STATEMENT

Summit Learning Charter is committed to equity to ensure student success, staff retention, and organizational success. Equity acknowledges that we do not all start from the same place and must make adjustments to restore imbalances. Equity entails identifying needs and properly allocating resources that will overcome intentional and unintentional barriers arising from bias or systemic structures.

- [Click here to view the Equity Lens used at Summit](#)
- [Click here to view more diversity, equity and inclusion information on the Summit Learning Charter Website](#)

Our Board

Megan Helzerman - Board Chair:

Regional Coordinator for Career and Technical Education at Clackamas ESD

Melanie Wagner:

City of Estacada Manager's Assistant

Boge Saffores:

Career educator. Former employee of Summit Learning Charter and Estacada School District

Leslie Andre:

Springwater Compliance Services

Donna Cancio:

Career educator. Former business manager of Estacada School District

Summit Learning Charter Staff

Central Office Staff			
Rick Slater	Director	rslater@summitlc.org	o: 503.630.5001
Sean Gallagher	Principal	sgallagher@summitlc.org	o: 503.630.5001 ext. 2223 Zoom phone: 971.320.4831
Cynthia Rathbun	Dean of Student Engagement	crathbun@summitlc.org	o: 503.630.5001 ext.2215 c: 971.219.3046
Heather Stouder	Dean of Early College / State Reporting	hstouder@summitlc.org	o: 503.630.5001 ext. 2228 c: 971.806.1536
Cindy Cole	Office Manager	ccole@summitlc.org	o: 503.630.5001 ext. 2225
Brady Atwell	Secondary Learning Specialist	batwell@summitlc.org	o: 503.630.5001 ext. 2235 Zoom phone: 971.265.4611
Kim Guthrie	Elementary Learning Specialist	kguthrie@summitlc.org	o:503.630.5001 ext. 2213 Zoom phone:

			971.265.4656
Allie Hall	Learning Specialist	ahall@summitlc.org	
Becky Dyché	Learning Specialist	bdyché@summitlc.org	c: 503-318-1409
Lyn Woodruff	Registrar	lwoodruff@summitlc.org	o: 503.630.5001 ext. 2229
Erin Barry	Middle School Academic Counselor & Advisor	ebarry@summitlc.org	o: 503.630.5001 ext. 2218 Zoom phone: 971.265.4589
Bryan Scott	HS Education Advisor	bscott@summitlc.org	Zoom phone: 971.265.4785
Chris Lindholm	HS Advisor Support	clindholm@summitlc.org	o: 503.630.5001 ext. 2219 Zoom phone: 971.265.4843
Madisen Wriggle	HS Education Advisor	mwriggle@summitlc.org	c: 503-332-9087 Zoom phone: 971.326.8617
Michelle Bradley	MS Education Advisor	mbradley@summitlc.org	c: 971-219-4994 Zoom phone: 971.265.4845
Jason Deardorff	IT Specialist	jdeardorff@summitlc.org	o: 503.630.5001 ext. 2217 Zoom phone 971.326.8672
Justyn Watt	Math Tutor	jwtatt@summitlc.org	c: 541.525.4759
Nadia Pitsul	EL Support Slavic Liaison	npitsul@summitlc.org	c: 503.806.8688 Zoom phone: 971.265.4814
Madison Stouder	SST / Engagement Admin Asst	mstouder@summitlc.org	503.630.5001 ext. 2241 Zoom phone: 971.265.4643
Colby Davis	Freshman Success Coach	cdavis@summitlc.org	c: 503-750-1153 ext. 2219 Zoom phone: 971.265.4717
Juanita Villalobos	HS Education Advisor	jhernandez@summitlc.org	Zoom phone:

Hernandez			971.803.1414
Virtual Academy Teachers			
Dale Bernardini	Soc Studies/ ESL	dbernardini@summitlc.org	Zoom phone: 971.265.4762
Leslie-Anne DeLair	Language Arts	ldelair@summitlc.org	Zoom phone: 971.265.4598
Jennifer Fullilove	Science	jfullilove@summitlc.org	c: 971.400.6953
Michael Herbst	PE/Health	mherbst@summitlc.org	c: 503-810-7863
Elena Kavanaugh	Soc Studies/Foreign Language	ekavanaugh@summitlc.org	c: 503.936.5371
Shaun Fisher	Language Arts	sfisher@summitlc.org	Zoom phone: 971.265.4871
Dennis Mersmann	Language Arts	dnersmann@summitlc.org	c: 785-393-3024
Jonathan Klos	Math/Curriculum	jklos@summitlc.org	Zoom phone: 971.320.4609
Jesse Putnam	Science	jputnam@summitlc.org	Zoom phone: 971.353.6864
Kari Schulfer	Language Arts	kschulfer@summitlc.org	c: 971.212.2255
Cate Kruger	Math	ckruger@summitlc.org	Zoom phone: 971.268.7539
Jean Freeman	Math	jfreeman@summitlc.org	Zoom phone: 971.265.4735
Calla Malcom	Math	cmalcom@summitlc.org	Zoom phone: 971.265.4564
Lora Dunlap	Math	ldunlap@summitlc.org	Zoom phone:
Elaine Butler	Social Studies	ebutler@summitlc.org	c: 503.341.7256
Brent Georgeson	Social Studies	bgeorgeson@summitlc.org	zoom phone: 971.232-0659
Allison Felten	Science	afelten@summitlc.org	c: 971.312.9849

Educational Advisors (Grades 6-12)

Each student will be assigned an educational advisor whose responsibilities are to maintain ongoing communication with the student and family, monitor student progress and facilitate communication between the student and his/her teachers.

School Counselor

The goal of the School Counselor is to provide assistance to all students in order to promote positive academic, career, social, and personal development in students. The counselor works collaboratively with the administrators, academic advisors, teachers, students and parents to create an individualized school plan that meets the educational needs and interests of each student.

Content Area Teachers

All of the teachers at Summit Learning Charter are highly qualified and do the grading in their area of licensure. Each student will have access to these teachers and is expected to contact them in respect to any questions or concerns regarding graded work. Content area teachers will:

1. Evaluate and grade student progress in the curriculum.
2. Develop and provide weekly opportunities for online instruction and tutoring.
3. Communicate regularly with students about the content including tutoring and answering questions.
4. Develop curriculum materials and assessments for the class.
5. Provide supplemental learning activities including field trips and hands-on learning activities. ***Check the school calendar to see when activities are available.***

Attendance

According to Oregon state law, full-time attendance for a student in a virtual charter school requires **daily engagement** with curriculum, the teachers, and our support team.

Attendance with Summit Learning Charter includes participation in class activities, progress in online curriculum and substantive interaction with a licensed teacher or registered education assistant.

The communication should be meaningful and about learning.

Good Communication - "Hi there, this is (student name). I am in your (subject class for grade ____). I am really enjoying this unit, but I have some questions about (specific lesson)."

Not - "Hey, what's up".

Students have the most success when they have regular support and guidance from their teacher throughout their learning experience.

We track attendance contacts that students make with Summit Learning staff, as well as their participation and progress in their courses. For students who are not progressing in classes, or attending learning experiences, we will meet with families to talk about interventions, (up to and including- academic probation, academic success contracts, and mentorship). Failure to respond to these interventions may result in withdrawal from school.

There are a lot of ways students can attend school at Summit Learning Charter, whether online or on-campus. Here is a list of available opportunities:

- **Online class meetings** (either live or recorded with student response to the teacher).
- **Face to face engagement** is prioritized for our learning community and Summit offers activities at the Eagle Creek Campus on Tuesdays and Thursdays and at Village Home Co-op on Mondays.
- **Weekly Monday morning homeroom meetings**
- **Phone calls with teachers or school personnel**

- **Email and text based communications** (must include evidence of response and text between teacher and student. eg: text conversation or replied emails)
- **Virtual Supports** (Enrichment Classes, Virtual Study Hall or Virtual Tutoring)
- **Special Activities** (field trips, family events, assemblies, and other special campus events such as a Cinco de Mayo Celebration)
- **Parent-teacher conferences/open houses/office hours**

Communication

Ongoing communication with one's teachers is recommended for student success. It is expected that a student will use complete sentences relating to school topics and abstain from any form of vulgarity, slang or jargon, or inappropriate subjects. This includes all methods of communication such as electronic, verbal, or written.

Students may not use inappropriate language, discuss inappropriate topics or make disrespectful comments based on ethnicity, gender, creed, sexual orientation, race, disability, national origin, language spoken or marital status toward any Summit student or in the presence of Summit staff.

Threats and intimidation are in violation of Summit Learning Charter expectations and will not be tolerated. Please immediately alert your teacher or another staff member if you become aware of inappropriate behavior by a Summit Learning Charter student toward another student or a staff member. Violation of this expectation is grounds for disciplinary action.

Internet or email communication between the teacher and student should take place ONLY via the curriculum messaging system, the virtual classroom, or the teacher's/student's Summit Learning Charter email account. Teachers and students are not permitted to communicate via Facebook, Twitter or any other unapproved electronic forums. Text messages between teachers and students may be made ONLY using the teacher's Summit Learning Charter approved cell phone and phone number. Violation of this expectation is grounds for disciplinary action potentially including expulsion of the student.

Grading

Teachers will keep accurate records of each student's progress in our student database. We send a weekly progress report. A parent may request an updated progress report at any time.

Grades 6-12

Classes are offered in a variety of online curriculum options (Canvas, Edgenuity, Edynamic Learning and Acellus).

The student and family work with advisors to schedule a full load of at least four classes each trimester.

The school year is divided into three trimester periods (Fall, Winter and Spring) and students are expected to complete at least **four** classes each period.

Fall Term - Trimester 1	9.5.2023 - 11.29.2023
Winter Term - Trimester 2	12.4.2023 - 3.13.2024
Spring Term - Trimester 3	3.18.2024 - 6.14.2024

For High School students, this will put them on pace to complete 12 classes for a total of **6 credits** towards their high school diploma by the end of the school year.

During the trimester, students and families are sent a weekly progress report to help stay in communication with teachers about current grades, progress and how well students are keeping on pace to finish their classes.

Summit Learning Charter does not issue F's on a High School transcript. At the end of the grading period, a student will earn either a passing grade for a completed course or they will receive an Incomplete.

Students who do not finish their Spring Term classes by the last day of the school year will automatically be enrolled in Summer School until the classes are completed.

For students who have difficulty with keeping on pace, we encourage them to reach out to teachers and advisors to get help and intervention ideas, which may include regular online tutoring, in person tutoring and study hall at the Eagle Creek campus, or a possible curriculum change. It is very important to us for our students to feel supported and successful in learning, to know how to stay organized, and disciplined to complete all their classes and maintain on track to graduate on time.

All secondary students, grades 6-12, will receive a progress report on a trimester basis and a comprehensive report card / transcript via email at the end of the school year, as well as, at the conclusion of each grading period. Students are expected to maintain a set amount of progress daily and weekly. Those who fall below expectations will be required to attend weekly study halls.

- As part of ongoing support, Secondary Students will receive a weekly progress report to their school email.

Students, especially those in the eighth grade and above, are expected to stay informed and be responsible for progress toward graduation. If questions or concerns should arise, students and/or parents should contact their Education Advisor or School Counselor for a review of the student's cumulative credits.

If you have concerns about a grade received in a class, please follow these steps:

1. Talk with your teacher and ask for an explanation of the grade given. Ask if there is a way for the grade to be improved.
2. If you feel you need additional support after speaking with your teacher, schedule an appointment with the Education Advisor or Counselor to discuss your concerns.

Graduation Objectives

It is our goal at Summit Learning Charter to provide your learner with a pathway to complete Oregon's graduation requirements.

At any time in the year, our team may discuss alternative education options for graduation with students and families. These will include approved alternatives to curriculum or a standard diploma.

- **An “on time”, 4 year high school experience, is the optimum path for all of our students. That is the objective that our student support team is working towards.**
- Summit offers 3 Career Pathways - Business, Healthcare and Information Technology/Computer Science. Courses identified in these 3 areas offer the student a chance to explore a career field and provide them an opportunity to take a series of courses that can either help prepare them for the workforce or further their education in that Career Path. It also is an achievement that is worth noting on job applications and college and scholarship applications. [Click here for more information about Career Pathways.](#)
- Summit students, who are ahead of pace do have the potential to graduate early. It is our practice at Summit Learning Charter to honor the preference of the family and complete school attendance to meet the goals of each student.
- Summit Learning Charter does not have a state approved 5th year program.

Under current Oregon law, the school may offer enrollment to students beyond their 4 year cohort who have NOT met the minimum graduation requirements.

However, it is our practice to complete school attendance and graduate every 5th year student at the earliest time possible for our 5th year students.

This means that a 5th year cohort student who earns enough credits for graduation in the fall semester does not continue for the remainder of the school year in Summit Learning Charter or its Early College Program.

Diploma Requirements

Language Arts	4.0 credits
Math (<i>Algebra I/Math 60 or higher</i>).....	3.0 credits
Science (<i>at least 2 lab sciences</i>).....	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	6.0 credits

Total	<u>24 credits</u>
--------------	--------------------------

Essential Skills

In Addition to the completion of credits, **ALL** students must demonstrate proficiency in Essential Skills for Reading, Writing, and Math as part of their graduation requirements.

This is accomplished through state assessments, proctored work samples, or through passing scores on an SAT test. We will be offering many opportunities throughout the school year for high school students to meet their essential skills requirements.

Students and families will have to complete proctored work samples, and participate in the SBAC state test assessments in the spring to meet these graduation requirements.

Temporary Waiver: The Assessment of Essential Skills policy remains suspended by Senate Bill 744 through 2023-24 School Year.

State Assessments

[The Oregon Statewide Assessment System \(OSAS\)](#) is the way the Oregon Department of Education (ODE) measures how well different schools are educating students in [Common Core](#) standards for English Language Arts and Math, as well as in Science with the [Next Generation Science Standards](#).

Why do we test? It is required, but we also review results of state testing to help Summit check in as a staff to ensure we are covering the standards, and teaching them well! Overall results (not individual results) are published for the public to consider, to help in decision-making when families are selecting schools. Scores help ODE and school districts identify potential inequities between schools to improve access to good education for all students.

Procedure to Transfer Credit

1. Summit Learning Charter will request your records and a transcript from your previous school.
 - a. For new students, it will help speed up the process if you can bring a copy of your transcript to the initial orientation or email it to the registrar / counselor as soon as you have been enrolled.
2. Upon receipt of a transcript from your previous high school, the counselor evaluates and assigns credits consistent with Summit Learning Charter graduation requirements.
3. The Student Support Team will assist with placement in the curriculum for students who enroll mid-semester with transfer grades.

**Any credits from an unaccredited institution or homeschool curriculum may be used to fulfill elective credit requirements.*

Summer School

Summit Learning Charter offers Middle School and High School / Early College Students 4 weeks of Summer School for credit recovery, course completion and “Jump Start” to get ahead in classes for the upcoming school year. Students are automatically enrolled in Summer School if they need to complete classes from Spring Term / they need to recover credits if they are no longer “on track” for graduation.

Administrative Responsibilities

Administrators have the responsibility for providing leadership to staff and students in an effort to create the best possible teaching and learning environment. Administrators have the responsibility to carry out Summit Learning Charter policies and regulations and to make these known to staff, students, and parents. Administrators also have the responsibility to maintain an environment that is safe and conducive to an orderly education. Like teachers and parents, administrators have the responsibility to be an example for students by showing respect for law and order and by demonstrating self-discipline and concern for all persons under their authority.

Administrators have the responsibility to be fair, firm and consistent, maintain open lines of communication and demonstrate respect in decisions affecting students. In regard to disciplinary action, Administrators may consult with teachers, counselors, and

students. Administrators have the responsibility to communicate with parents to establish procedures to improve student behavior when needed.

Administrators have the responsibility to follow processes as outlined in District regulations, inform parents of actions and related policies involving their student, and maintain records of disciplinary actions.

Sean Gallagher - Principal
sgallagher@summitlc.org

Cyndi Rathbun - Dean of Engagement
crathbun@summitlc.org

STAFF RESPONSIBILITIES

Staff members of the school have the responsibility to guide a student's educational and behavioral experience while he/she is involved in school and school sponsored activities.

All members of the staff shall work with parents in a cooperative manner. Staff members have the responsibility to model by their work and personal example, their respect for law and school rules. A staff member's conduct and guidance should encourage a student's desire to learn, a respect for honest work, and an interest in various fields of knowledge.

Staff members have the responsibility to explain student responsibilities and to take appropriate action with those students who disobey outlined expectations. Staff members have the responsibility to demonstrate concern for the individual student. This will be reflected by methods of teaching and encouraging the students for achievement and responsible behavior.

Staff members have the responsibility to be fair, firm, and consistent in active reinforcement of school regulations within the educational arena (i.e., classrooms, hallways, restrooms, cafeteria, library, school buses, school grounds, etc.) not only during the school day, but at all school sponsored activities.

Staff members have the responsibility to demonstrate respect for parents, students, and other staff members. School officials have the authority, rights, duties, and responsibilities similar to parents with respect to student behavior in the school setting and at school-sponsored activities.

STUDENT RESPONSIBILITIES

Students have the responsibility to read and become aware of the contents of the school's handbook.

Students have the responsibility to follow staff directions and comply explicitly with requests given by a teacher, administrator, school employee and/or volunteer. Each student must comply with the rules of Summit Learning Charter.

Students have the responsibility to promote a safe school environment by protecting their own rights and the rights of others.

Students have the responsibility to pursue the prescribed course of study, submit to lawful authority of teachers and school officials, contribute to a productive learning climate, and conduct themselves in an orderly fashion during the school day and school-sponsored activity.

Students have the responsibility to develop a positive attitude towards self-discipline.

Failure to comply with these responsibilities may result in the student being denied participation in extracurricular activities. Titles and/or privileges granted to students may also be revoked (ex: valedictorian, salutatorian, student body, class or club office position, senior trip, prom, social activities, etc) for failure to comply with these responsibilities.

Freedom from Discrimination

All students are entitled to attend Summit Learning Charter free from discrimination based on disability, national origin, ancestry, race, religion, creed, gender, sexual orientation, or marital status. Students have the right: To be free from discrimination and are protected in this right by board policy, state and federal law. If a student believes they have been discriminated against because of their race, color, creed, gender, ancestry, sexual orientation, religion, national origin, or disability they should inform their parent and immediately report the incident to a school administrator or counselor.

Students have the responsibility:

To not discriminate against others. The board expects students to contribute to a productive learning environment and respect all individuals in the school community. Students who are found to have discriminated against persons in the school setting, to and from school, or at school sponsored events shall subject themselves to disciplinary action leading up to and including suspension and expulsion.

Discipline

Student Code of Conduct

Summit Learning Charter is a blended school where students regularly engage with peers and teachers in an online setting. To help establish a safe and secure learning environment, we ask that all students follow the code of conduct listed below. These policies address academic behaviors as students are working through classes, as well as personal behaviors when interacting and communicating with others in an online environment. Please read and acknowledge the code of conduct before participating in your online class.

Plagiarism

As you are working in your classes at Summit Learning Charter, you will often use online sources to learn about new ideas and concepts. When you are asked to show your learning in the form of an essay, project, or other written response, **it is not okay to copy information from some other website and use it as evidence of your own learning.** *Plagiarism is defined as using work that has been done by another person, but representing it as your own work.* You may use someone else's work as part of your response as long as you are giving credit to that person by including the source of your information, whether it is a website, book, magazine, or other resources.

- Level 1 - First offense
 - parental contact with the teacher
 - Re teach and redo lesson
 - Student will complete the anti-plagiarism lesson
 - Parent made aware of Level 2 consequence
- Level 2 - Repeated issue of plagiarism
 - Student earns a permanent zero
 - Parent contact
- Level 3 - Persistent and continuous offenses of plagiarism
 - Student demonstrates no change of behavior
 - Move towards expulsion from Summit.

Academic Honesty

As an online student at Summit Learning Charter, be honest and have integrity in your work. Letting others answer questions and do assignments for you is called

fraud and not acceptable. Cheating, and finding other ways to circumvent the learning process to pass classes is also not acceptable behavior. This includes using Artificial Intelligence applications to do written work for you. Students will be required to submit all written work using Google Docs so that staff can review your written history of work as part of the assessment process. As a student, now is the time to establish good learning practices and behaviors that you can carry with you beyond school into the workplace.

Online Behavior

Taking a class online at Summit Learning Charter will involve interacting with teachers, classmates, and possibly other community members. It is easy when alone at your computer and distant from others to communicate in ways that are rude, disrespectful and even discriminatory.

When sending messages, attending online class meetings, and engaging in class discussions, be respectful, courteous, and kind in how you communicate.

Recognize that other people have other viewpoints.

Good learners are open to understanding how others see the world.

Summit Learners recognize the humanity and dignity of all students regardless of race, religion, orientation, economic position, and gender.

We stress empathy, understanding, and critical thinking.

Summit Learning Charter is Politically Neutral - neither our teacher's or our curriculum will take any conscious political stance.

Computer Usage

Students at Summit Learning who have checked out school resources such as computers and internet devices are expected to use these resources in an acceptable manner for learning and participating in classes. Students are not to use school devices for entertainment, social media, games and web surfing at the detriment of quality work in their classes. Students are completely prohibited from using their computers to engage in pornographic, or other inappropriate websites. Summit Learning Charter monitors the web usage of all students who use school computers and will act appropriately when computer misuse happens. Violation of this expectation may result in loss of school equipment usage.

Personalization ICONS

Students using school platforms that allow individual icons as part of their account are expected to refrain from political, religious, or social messaging. Student

initials, colors, nature or animal pictures are acceptable personalization ideas. SLC will not allow students to use our school platforms to promote personal/ social opinions, political preference, or religion.

Bullying

Harassment, intimidation or bullying and acts of cyberbullying by students, staff and third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Summit Learning Charter may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Students may also be referred to law enforcement officials.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, school based technology or curriculum apps, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student.
4. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

5. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.

“Retaliation” means harassment, intimidation or bullying, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying, teen dating violence and acts of cyberbullying or retaliation.

Students at Summit Learning Charter are diverse in their background, religion, location, ethnicity, race, sexuality, gender and age. All students have a right to learn in a safe, and secure environment where learning is free from any discrimination.

Student Support

Students at Summit Learning Charter have counselors, teachers, advisors and other support staff who care about you and want you to succeed academically and personally. If you have questions or concerns about your school work and participation at Summit Learning Charter, please reach out to a staff member to get the support you need. We will work with you to address your concerns.

Reporting

The Principal will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the principal and/or dean of engagement who has overall responsibility for all investigations.

Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity, shall immediately report the incident to the principal and/or dean of engagement.

Failure of an employee to report an act of harassment, intimidation or bullying, teen dating violence or an act of cyberbullying to the principal and/or dean of engagement may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied, a victim of teen dating violence and acts of being cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the principal.

Overview of Disciplinary Consequences

***Warning:** Students will receive a written warning from their teacher(s)/ administrator, advising them of the offense and the consequences, which can range from revising a student’s Personal Education Plan to a meeting with an administrator depending on the severity of the offense.

***Restorative Justice:** emphasizes accountability, making amends, and — if they are interested — facilitated meetings between victims, offenders, and other persons.

***Suspension:** Students will be excluded from any and all school related activities and school grounds for up to 10 consecutive **school enrichment** days. “in-school/ in-office suspension” may be a suitable substitute at the administrator’s discretion and is reviewed case by case.

***Expulsion:** Administrators can recommend a student for expulsion from Summit Learning Charter. During the course of the expulsion the student will be excluded from all school related activities for up to 1 calendar year. Procedures for this process will follow the appropriate sponsor district policy.

Students may appeal any disciplinary consequences imposed by the school and its agents to the Summit Learning Charter Board.

Such appeals must be made in writing and sent to the board via the school office. The board will review the facts surrounding the decision and notify the student and parents their decision within 30 days of receipt of the appeal.

	First Offense Range of Consequences			Repeated Offense Range of Consequences	
	Minimum	Maximum		Minimum	Maximum
Poor performance in classes	Student and Parent Notification	Goal Setting Meeting		Counselor and Administrator Notification	Goal Setting Meeting + Contract
Lack of Preparation for Visits	Student Warning	Student Parent Meeting		Student Parent Meeting	Goal Setting Meeting
Lack of	Student	Parent		Student Parent	Goal Setting Meeting

Communication	Warning	Notification		Meeting	
Absent	Parent Notification	Suspension		Student Parent Meeting	Dismissal - after 10 days of no work/communication
Unpaid debts	Student Warning	Parent Notification		Student Parent Meeting	If in excess of \$50 records may be held until payment is made or payment schedule established
	First Offense Range of Consequences			Repeated Offense Range of Consequences	
	Minimum	Maximum		Minimum	Maximum
Plagiarism or cheating	Student Warning	Suspension		Academic Consequence	Suspension
Technology Misuse	Student Parent Meeting	Expulsion		Student Parent Meeting	Expulsion
Technology Intentional Abuse	Student Parent Meeting	Suspension		Expulsion	Expulsion
Disruptive Appearance	Student Warning	Suspension		Student Parent Meeting	Suspension
Defiance of Authority/ Insubordination	Student Parent Meeting	Suspension		Student Parent Meeting + Contract	Expulsion
Bullying/Cyber Bullying/Harassment	Student Parent Meeting	Suspension		Student Parent Meeting	Expulsion
Disorderly Conduct/ Profanity	Student Warning	Suspension		Student Parent Meeting	Expulsion
Disrupting the educational environment	Student Warning	Suspension		Suspension	Expulsion
	First Offense Range of Consequences			Repeated Offense Range of Consequences	
	Minimum	Maximum		Minimum	Maximum
Alcohol	Suspension	Expulsion		Expulsion	Expulsion
Assault	Suspension	Expulsion		Expulsion	Expulsion
Drugs/Medication/ Tobacco	Suspension	Expulsion		Expulsion	Expulsion
Vandalism or Theft	Student Parent Meeting	Suspension		Suspension	Expulsion

Fighting/ Endangering	Student Parent Meeting	Suspension		Suspension	Expulsion
Sexual Activity at School	Suspension	Expulsion		Suspension	Expulsion
Sexual Harassment	Student Parent Meeting	Expulsion		Suspension	Expulsion
Weapons	Suspension	Expulsion		Dismissal	Expulsion

Family Educational Rights and Privacy Act (FERPA)

Each family will be provided with a copy of The Family Educational Rights and Privacy Act (FERPA), a Federal law, in the annual registration documents provided via DocuSign. FERPA requires that Summit Learning Charter, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, SLC may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary in accordance with procedures.

[SLC Notification of FERPA Rights](#)

Medical/Emergency Information

Each family must fill out the "Emergency Contact Information" form in the annual registration packet. This information is also used for supplemental, group learning experiences, field-trips, etc. and will be kept in the student's file. Please keep the information current and inform us of any changes in your student's health. Current phone numbers are important in case we need to contact you in an emergency.

Communicable Disease

Summit provides reasonable protection against the risk of exposure to communicable disease for employees and students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in

the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

If your child planned on attending a group event and has any other type of communicable illness, please keep them home unless they have been symptom free for 24 hours. Examples of symptoms associated with communicable illnesses are

- fever of 100 degrees or more
- vomiting
- diarrhea
- severe cough
- a rash
- draining wound
- head lice

We want to help control the spread of illness at school by keeping ill students at home until the contagious period has passed.

For more information regarding Summit's Communicable Disease Policies for employees and students, please refer to policy JHCC, JHCC-AR, GBEB, and GBEB-AR on our website

<https://summitlearningcharter.org/about-us/summit-school-board/>

Immunizations

Oregon requires all children to be immunized per State guidelines. Summit Learning Charter does plan and schedule events throughout the year where small groups (more than 5 students) attend. For this reason we must abide by the immunization guidelines.

You will be notified if your child is in need of any immunizations. All students attending high school must meet the requirements of having diphtheria / tetanus and polio vaccines, two measles (or MMR) vaccines, hepatitis B series and varicella vaccine (or the date they had the chickenpox illness).

Please make sure to update our main office when your student gets additional shots. You may call 1-800-723-3638 for the location of immunization clinics in your area.

[**Parents may choose to “opt-out” of immunizations. Please fill out the form on this link and turn it into our office**](#) You can bring the completed certificate to the main office or fax it at #503.630.5026

EL (English Learner Services)

An English Learner is a student, who's first language is not English. An English Learner may qualify for EL services based on a Language Use Survey completed upon enrollment and an English Language Proficiency Assessment.

If your student qualifies for EL services, one of our EL teachers will be responsible for working with you, your student, and his/her teacher(s) in providing your student with the appropriate curriculum and support in all classes, as well as the student's ELD (English Language Development) class. English Language Development classes are designed to provide English Learners with English skills necessary to succeed in life, school, and work. EL students meet with their EL teacher twice a week for ELD classes and academic support.

Special Education Services

In collaboration with the Estacada School District, Summit offers additional support in a limited capacity for students who qualify for Special Education Services. If your student has been determined to have a disability and you are interested in services or you would like to request more information about the process, please contact Summit's Special Education Coordinator, Brady Atwell at batwell@summitlc.org

Technology

You will be offered the opportunity to check out a school-owned laptop computer. In doing so, you will be asked to sign an agreement stating that you will take care of the computer and be responsible for any damage or loss. From time to time, you will be expected to return the computer for an updated replacement. If you decide to withdraw from Summit Learning Charter, you must return the computer within 14 days by either mailing the device or dropping it off at the Eagle Creek Campus Main Office. Failure to do so can result in legal action and/or placement to a third party collection agency.

**Student records or diplomas will be released only upon the return of the computer and other SLC equipment and/or the payment of debts.*

Process for Computer Issues

If you are experiencing computer issues, please contact Jason Deardorff at (503) 630-5001 ext 2217 between the hours of **8:00AM – 4:00PM**, Monday through Friday. He can also be reached at jdeardorff@summitlc.org

Tips and Hints to keep your computer healthy

- It is normal for a computer to experience some slow downs. Be patient, and try to avoid adding more commands while it's acting slow.
- If the computer is running slow, you can go to settings in the chrome browser. Click Advanced. Click reset settings and this should help it run faster.
- Limit the amount of data you download from other sources i.e., YouTube, iTunes, etc. Many of these downloads can carry viruses that will slow down or damage your computer. Also, they will take up a lot of space on your hard drive, which will also slow down your computer.
- Always use your computer on a hard surface such as a table top, not on your lap. This will help to keep the computer cool, as excessive heat will damage it.
- Don't allow pets near your computer. Dogs, especially, love to eat power cords!
- Screens are fragile. Close the lid gently when not in use. Never leave a computer on the floor.
- Avoid touching the screen. Use only dry facial tissues to clean the screen. If necessary, dampen with a little distilled water.
- Plug and unplug cables gently. The connectors inside the computer have been known to break.
- Do not tightly wrap AC cords. Severely bending the cable where it attaches to the "brick" can damage the cord and make the AC adapter inoperative.
- Touch pads operate best when hands are clean and dry.
- Avoid eating or drinking while operating the computer
- Two fingers on the touchpad will right click.
- Three fingers on the touchpad swiped left or right will switch between Chrome tabs.

Installed Software

Your school software has been installed on your computer by our technical support team. Students are not allowed to download or install any programs not provided by the school. GoGuardian is installed on all chrome books to monitor student use and prevent inappropriate usage.

If a computer virus is contracted as a result of a forbidden download, parents/students will be responsible for the cost of refurbishing the computer and there will be disciplinary action.

Proper Computer Use & Usage Monitoring

Summit Learning Charter uses a variety of methods to monitor how school Chromebooks are being used on all levels including broad usage trends, unique organizational units, and granular per-student browsing behavior. With these tools and strategies Summit works to make a safer online environment for students by filtering out access to sites that are dangerous or not helpful for educational purposes.

Learning coaches must understand that problematic student behavior can occur when young kids are not regularly supervised. It is essential that parents are active in monitoring student internet usage and communication between peers. Parents can request an internet usage history from Summit Learning Charter at any time for their student.

Violation of usage terms and guidelines may result in disciplinary action, including access level restrictions, temporary computer block, suspension from SLC equipment, etc

Tips for Parents/ Guardians

PARENT EXPECTATIONS –

1. Provide an organized, quiet place for study and academic work. Students of all ages need a place to focus and learn. If your home is not able to provide adequate space for your child to learn, try to find a place that is easy to access and is available. Possibilities are a local library, a

- neighbor who also has a student learning in the home, or an Internet café for older students.
2. Seek to know the classes and units in which your child is working. Your advisor will be able to provide information on what classes your child is enrolled in and the expectations for completion of schoolwork. Be sure to ask if you have any questions and talk with your child every school day about what they are learning.
 3. ***Monitor your child's daily progress.*** There is a feature in the online curriculum to allow you to do this. Ask your advisor for assistance with this.
 4. Get to know the teacher(s) your child is in communication with. Make sure you have all necessary contact information easy to find. If there is any pertinent information that will be helpful for your teacher to know, please don't hesitate to share it.
 5. Let your child know you support them and want them to be a strong learner. The best support a child can have is support from the home front. Tell your child when you are proud of their work, you believe in their ability and other encouraging words.
 6. Ask your child if there is something you can do to help (provide tutoring, dictionaries, other references).
 7. Help your child assess personal strengths and weaknesses and encourage him/her not to avoid the subjects she finds to be most challenging.
 8. Monitor schoolwork and proper computer usage. (PE logs, daily reading, journal writing, computer progress)
 9. Remove potential distractions such as video games, phones, television, etc.
 10. Establish a school work schedule and post it in the home.
 11. Make a regular habit of checking the computer usage history and, as a family unit, discuss appropriate computer usage.
 12. Ask questions of your child's teacher(s).
 13. ***Make a commitment to attend all of the Parent-Teacher Conferences*** to have a thorough review of your student's progress.
 14. Help your student maintain good attendance and adhere to his/her commitments and learning goals.
 15. Since much of the school's communication happens through email, make sure to provide your child's advisor and teachers with a current, viable email address and **check it daily.**

Field Trips / Required Activities

Please review our school calendar to discover the opportunities for field trips and teacher-led student activities. All who participate in these opportunities must have completed and signed the annual signed "Emergency Contact Form". **Each**

opportunity will also require a Google sign up form that should be completed by the learning coach. Your advisor will make these available to you. At any school-sponsored activity, there are rules and laws that must be followed:

1. Parents are responsible for all transportation to and from the activity *unless the school has arranged otherwise*.
2. Siblings participation will vary depending on the activity / event, and a parent **must** be present if a sibling attends.
3. Students may not bring any other friends or relatives along, unless they are enrolled in our school as well.
4. Parents are responsible for all fees unless otherwise noted on the flier / sign up form.
 - a. If a family completes a Free & Reduced Meal form, if it is determined that they qualify based on the federal guidelines, and if they agree to share this determination with our Event Coordinator and Dean of Engagement, we will work with the family to make sure that all active Summit students have opportunities to participate in paid events.
5. Students who do not follow the rules outlined for either the venue or Summit, or who are found to have alcohol, tobacco, vapes, drugs or weapons will be asked to leave and will be subject to discipline.

Extra-curricular activities

You may participate in your local school district's athletics, and other extracurricular activities that occur after or before school hours, with the permission of the building principal. Summit Learning Charter has many student athletes and artists who participate in their local district's opportunities. We are happy to sign the required form provided by your local school as long as students are academically on track and have demonstrated appropriate behavior.

FAQs, Frequently Asked Questions

What are some ways to be successful at Summit Learning Charter?

Work on lessons every day for 4-6 hours. Learn something new every day. Ask questions. Communicate with your teacher(s) and parents about what you are learning. Keep a journal. Take notes.

- [Pro Tips](#)
- [Role of the learning coach](#)
- [VA Curriculum Choices Graphic](#)

Can I take classes at my local public school or other school?

Charter school students are allowed to participate in after or before-school extracurricular activities at their resident schools. However, you will need permission from the principal of the resident school and you will need to meet all requirements to participate.

Students are not allowed to be enrolled in two schools at once. Hence, most districts are reluctant to allow a charter school student to take any classes within the school day if he/she is not enrolled in their school. At times, local public schools will allow a student to take a class that is not offered at Summit, such as choir, band, welding, etc.

Can I take classes at the community college while enrolled in Summit Learning Charter?

Yes, you can! Students may now blend their school schedule to include the benefits of both the virtual program and the early college program.

However students will have to meet the academic guidelines necessary and will work with an Early College Advisor to decide on the best number of college courses for each blended student. Contact your Advisor if you are interested in this option.

Can we change classes if needed?

Yes. Work with your advisor to help with this change.

Can we substitute a lesson for one that has been assigned?

Your teacher will work with you to decide if and when it might be appropriate to substitute lessons. The teacher must approve any substitutions. **(NOTE: High School Biology contains a unit on evolution. We realize this is a sensitive issue for some. However, since this is a foundational unit for the science curriculum in Oregon State Standards, we are unable to have a student substitute this until with a unit that does not teach the theory of evolution.)**

What if we feel that Summit Learning Charter is no longer the best place for our child?

If you have changed your mind and decided there is a better educational choice for your student(s), you need to notify your teachers and Advisor as soon as possible. Daily attendance is a critical part of education and keeping an accurate account of where your child is attending is important. We want to make proper arrangements to help with a smooth transition to the student's new educational setting. Should you desire to return to a homeschool environment, the registrar will provide you with the proper documentation for notifying your local ESD of your decision. You can also decide to come back to our school. However, students who have dropped and then want to re-enroll may find themselves on a waiting list, depending on space available.

Public Complaint Procedure

Initiating a complaint: Step One

Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved. It is the intent of Summit Learning Charter to solve problems and address all complaints as close as possible to their origin.

The Administrator: Step Two

If the complainant is unable to resolve a problem or concern at step one, within ten working days of the meeting with the employee, the complainant may file a written, signed complaint with the principal. The principal shall evaluate the evidence and render a decision within ten working days after receiving the complaint.

The Board: Step Three

If the complainant is dissatisfied with the principal's findings and conclusion, the complainant may appeal the decision to the Board within ten working days of receiving the principal's decision. Complainant should complete the [Complaint Procedure form](#). The Board may hold a hearing to review the findings and conclusion of the principal, to hear the complainant and to take such other evidence as it deems appropriate. Generally all parties involved, including the school administration, will be asked to attend such meetings for the purposes of presenting additional facts, making further explanations and clarifying the issues.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon Revised Statutes.

The complainant shall be informed of the Board's decision within twenty working days from the hearing of the appeal by the Board.

Public Complaints About School Personnel

THE END - It is a real honor that you have chosen to do school with Summit Learning Charter. It is our intention to partner with you and make your education personal, relevant, and rigorous. We are invested in your happiness, your health, and your success. As the principal of Summit Learning Charter, I wish you the best for the 2023/24 school year!

- Sean Gallagher