

The Summit Academy Westminster Family Handbook



The Summit Academy Westminster

Is an extension of

Jefferson Academy

A Jeffco Schools Charter School

THE SUMMIT ACADEMY

meets:

Wednesday, Thursday, & Friday 8:25 AM – 3:15 PM
7575 W. 103rd Ave., Westminster

THE SUMMIT ATHLETIC ACADEMY

meets:

Tuesday, 8:25 AM – 3:15 PM
7575 W. 103rd Ave., Westminster
Thursday, 8:25 AM – 3:15 PM
The Blue Sports Stable, 1 Superior Dr., Superior

Summit Principal: Stephanie Scarato

Office Hours: Tuesday-Friday, 8:00 AM – 4:00 PM
7575 W. 103rd Ave., Westminster
303-438-6985

Summit Academy website: www.TheSummitAcademy.org

Jeffco Schools website: www.JeffcoPublicSchools.org

Jeffco enrollment info: www.EnrollJeffco.org



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

The 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 since 1950. Approximately 9% of all K-12 students in Colorado attend a Jeffco School. Visit [Jeffco District Profile](#) for more information.

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, please visit the [Jeffco Code of Conduct](#).

Jeffco Thrives 2025

Jeffco's strategic plan and goals are guided by Jeffco Thrives 2025. This strategic plan is built on an opportunity to move our district from good to great to extraordinary. For more information, visit [Jeffco Thrives 2025](#).

Jefferson Academy

Mission

The mission of Jefferson Academy is to help students attain **their** highest academic and character potential through an academically rigorous, content-rich education program.

Vision

Jefferson Academy envisions a community of parents, teachers, students, and education and business leaders working together to create a learning environment that engenders growth in character, academic achievement, and the love of learning, resulting in responsible, productive citizens.

Core Values

We stand confident and unwavering in our mission and vision.

We communicate with candor, kindness, and respect.

We are responsible for ourselves and accountable to each other.

We value learning through growth.

We embrace new ways to introduce, explore, and understand.

We are invested in educational partnerships and intellectual curiosity.

We promote a supportive environment for the safety and well-being of our community.

The Summit Academy 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 educating their children.

Colorado Homeschool 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, please visit [Colorado HomeSchool Law](#).

General Information About Summit

FAQ

What is The 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.

What do I need to do to enroll in The Summit Academy?

Enrollment is based upon space available. Parents need to complete an application through [Enroll Jeffco](#) and attend a Summit new family meeting. Enrollment information is available at [The Summit Academy Enrollment](#).

What if we enroll and then later decide that Summit Academy is not a good fit for our family?

You simply notify our office of your student’s withdrawal and return your textbooks.

Can Summit accommodate my student’s health issues?

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 by Launch Day.

If you listed a medical issue such as an allergy, diabetes, or any other medical issue on your child’s paperwork, you will need to contact your doctor and ask for a “school health plan.” A health plan tells the school exactly what needs to be done to care for your child’s medical needs. 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. Summit health forms can be found at [The Summit Academy Medical Forms](#).

When and where does The Summit Academy meet?

The Summit Academy offers classes on Wednesdays, Thursdays, and Fridays at 7575 W 103rd Ave, Westminster. Class schedules are similar each day. Students attend one day per week from 8:30 AM to 3:15 PM. Summit follows a typical school calendar, from late August through May, with breaks in the fall, winter, and spring.

What is The Summit Athletic Academy on Tuesdays?

The Summit Athletic Academy is a program open to 6-12th grade elite athletes who have been accepted on a high-performance sports team. Students in grades 9-12 have the opportunity to participate in our full-time program, including Concurrent Enrollment and Warren Tech.

Requirements for the program:

1. The student must already be a member of an elite sports team/program.
2. The sports team/program requires practices and/or travel would significantly interrupt a traditional school schedule.
3. Due to excessive absences created by the program, a flexible educational setting best meets the academic needs of the student.
4. Parents/guardians must understand and accept the role and obligations of a home based education.

For more information, visit the [The Summit Athletic Academy](#) website.

Do I need to submit a letter of intent to my school district?

Yes. Each year, parents of homeschooled students enrolled in Summit must submit a “notice of intent” to homeschool to a public school district or to a private school. That notice is submitted through the [Enroll Jeffco](#) website. Parents of full-time Summit high school students should not submit a notice of intent, as their students are no longer homeschooled.

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 homeschooling to be their primary means of educating their children.

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 to meet Jeffco graduation requirements.

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 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 Maren Miller (miller@thesummitacademy.org) for more information.

Can my student attend Summit on more than one day?

Yes and no. K-8 students may only attend on one day. 9-12 grade students have the option of attending on an additional day, for up to a total of 8 hours of class. If a 9-12th grade student comes on more than one day, they are limited to a total of 3 non-academic electives (music, art, PE, and culinary).

Summit is a program that is primarily designed for home-based students. In a home-based education, the parent is responsible for choosing curriculum, setting graduation requirements, teaching, maintaining records, and evaluating their student’s progress. Knowledge of your student’s 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” 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 higher math level, like Algebra 2. In addition, some classes, such as Spanish 1 or Speech/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 sizes. 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 1:9. Maintaining a 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. 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, therefore, 9-12 graders are limited to 8 hours of class per week at Summit.

Summit also has 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. In order to be full time, the student must participate in the Concurrent Enrollment program through Summit.

What are some of the benefits for my family?

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

- Quality instruction: all teachers are highly qualified and are hired based on their ability to provide meaningful lessons for our students. Lessons are required to be interactive and hands-on. Summit adds rigor to its content-rich classes using 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 can 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 students’ health needs. Summit Academy also provides standardized testing in the spring for children in grades 3 and up.
- 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 (books that are written in or “used up”) at no charge. For more information, please visit [The Summit Academy Curriculum](#) page.
- 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.

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 for each elementary student and \$45 for each secondary student per year. This fee covers our holiday parties, the spring family picnic, a yearbook for each student, prizes, and other activities throughout the year. This fee is payable online and due at the beginning of the school year.
- Workbook fees: Some classes use consumable workbooks, such as music classes and Spanish classes, and may have a small fee to cover the cost of these books. If there is a consumable fee associated with a class, that fee will be noted in the course catalog.
- 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 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 borrow from Summit’s textbook lending library. Parents pay for consumables or workbooks used. Children in grades K-1 receive 2 consumables free.

Many homeschoolers 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 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.

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

Yes, in some cases. 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. Performance classes should be avoided if your family will miss a lot of school, as that is not conducive to these

classes. Missing classes becomes a greater challenge for high school students in academic classes; high school students should plan on attending their classes regularly. For students participating in Concurrent Enrollment, all absences from college classes must be cleared with the college professor.

Please let us know when you are going to be absent and make arrangements with teachers for any classes you are going to miss, so your student does not fall behind. Report absences to absence@thesummitacademy.org.

What are my volunteer requirements?

Summit Academy depends on the help of all its parents, and each family at Summit is required to volunteer during the school year. There are a variety of opportunities. Families request their top three choices as part of the registration process, and parents 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 situation, 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 in classrooms when needed. A list of [Summit volunteer positions](#), and their descriptions, is available on our website.

What if I am unable to volunteer?

If you are unable to volunteer during the year, you may pay a \$140 cash buy-out fee. This cash will go to another family who volunteers extra hours above the minimum requirement. If you choose to pay a buy-out, it must be paid to the front office, in cash, by October 1.

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 AM to pick up schedules, find out about fundraising, purchase pizza for lunches, sign waivers, turn in paperwork, drop off school supplies, and pay 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 class expectations both in school 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 AM and ends around noon, and by the end of the day parents and students usually have a good sense of what the year at Summit will be like. Many high school classes give textbooks and homework this day, so it is very important for all students to attend.

Class Information

What classes are offered at The Summit Academy?

The [Summit Course Catalog](#) is available on our website. The catalog provides class descriptions, applicable fees, homework ratings, and other useful information.

Not all courses listed in the catalog are offered each year. We rotate electives to keep things fresh and provide students with more opportunities as time goes by. Some academic classes are offered on a two- or three-year rotation so that students will have the opportunity to take all their required classes during their high school years.

Parents should refer to the Class Schedule to determine which classes are offered for each class

period. Parents request classes for their child's schedule on our website during the registration period. Priority is determined by several factors including previous Summit attendance, space available, age, and in some cases, need. When a class fills, we are often able to add sections or make other accommodations. After submitting the class request form, you will receive an email confirmation of your selections. If there are problems filling your schedule as requested, you will be notified and presented with alternative options.

Does my child receive grades?

You, as a homeschool 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. Secondary students in grades 7-12 receive grades. High school transcripts are available upon request; please email Maren Miller to request transcripts (miller@thesummitacademy.org).

What is the rating system in the course catalog 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 an idea of how much outside work will need to be completed to meet the class requirements. 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 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 students. 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.

Who teaches Summit classes?

All Summit Academy teachers are highly qualified in their subject area under federal guidelines. Many of our teachers have master's degrees. Best of all, our teachers love teaching, and they love kids. We specifically look for teachers who are passionate, creative, and enthusiastic about teaching their subject area.

Can I change my student's schedule?

Parents can request 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 (late September through mid-October). After the audit, schedule changes may be made with the following provisions:

- Space must be available in the requested class.
- Director's approval is needed; only special circumstances will be considered.

- Parents should know that students in grades 9-12 receive a WP (withdrawal passing) or WF (withdrawal failing) on their permanent transcript for the class being dropped.
- Schedule changes can be requested by submitting a new class registration form on the Summit website.

Daily Schedule and Calendar

Period	Start Time	End Time	Minutes
Student drop-off	8:15	8:30	15
1	8:30	9:27	57
2	9:30	10:27	57
3	10:30	11:27	57
Lunch	11:30	12:15	45
4	12:18	1:15	57
5	1:18	2:15	57
6	2:18	3:15	57
Student pick-up	3:15	3:30	15

The Summit Academy [annual academic calendar](#) and the [Summit Events Calendar](#) can be found on our website.

Field Trip Information

There are two types of field trips available through The Summit Academy. Throughout the school year, there may be multiple school-wide field trips; these trips are usually open to all Summit students, K-12, and their families. Some individual classes may also take field trips; these trips will be available only to students in the participating class, and all sign-up information will come directly from the teacher.

Signing up for a school-wide field trip:

Typically, a sign-up list will be available on the Summit website or via a link in the weekly newsletter. The weekly newsletter is the best place to find information about upcoming events, including field trips.

Payment:

Some field trips have a cost associated with them. Once you have signed up for a field trip, please promptly make your payment in The Summit Academy office by the payment deadline.

Refund policy:

For most trips where Summit pre-purchases tickets and schedules classes, tours, etc., everyone on the

sign-up list is expected to pay for tickets. Changes may be made until the sign-up deadline. If you sign up and are unable to attend, you may find someone to take your place, but you will not be refunded for the event.

Fundraisers

The Summit Academy has ongoing fundraisers that help upgrade student activities, including the Christmas and Valentine's Day parties, student yearbooks, the fall and spring dances, the end-of-year picnic, and many other activities throughout the year.

King Soopers Community Rewards

King Soopers will donate 5% of your grocery receipt totals to Summit Academy, at no extra cost to you. You just have to sign up by following these steps:

- Sign into your account at www.KingSoopers.com
- If you are using a computer, select 'My Account,' and then select 'Community Rewards' (from the left-hand column)
- If you are using the app, tap the menu button in the upper right, select 'Rewards,' then 'Community Rewards'
- Search for and select The Summit Academy as your preferred organization
- That's it – a super-easy way to support Summit every time you buy groceries!

Milk Caps for Moola

If you get milk delivered from Longmont Dairy, drop off your rinsed milk bottle caps at the Summit office. Longmont Dairy gives us 5¢ for each milk cap we turn in. Those nickels really do add up!

American Furniture Warehouse

AFW will donate a percentage of your purchase price if you mention The Summit Academy when making a purchase.

Box Tops for Education

Box Tops is fully digital now. Please visit their website to learn more: www.boxtops4education.com.

There are often other fundraising opportunities available. Please check [The Summit Academy Fundraising](#) page often to see how you can support The Summit Academy. Thank you.

Safety Protocols

At The Summit Academy, our main priority is providing a safe environment for students and staff while continuing to offer excellent educational opportunities. We are continuously developing, implementing, and revising policies and practices that follow changing requirements. We carefully consider local health guidelines and security recommendations, while always reviewing the impact on the overall learning environment of each classroom and individual. Please check our website for the most current safety protocols.

Summit Academy Policies

Absenteeism and Illness

Because Summit classes meet only once a week, attendance is critically important. We believe the classroom experience cannot 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 whenever possible. When your student must be absent, communicate with the teacher to make up work that was missed.

Please report all absences to the attendance secretary by phone (720-892-5294) or email (absence@TheSummitAcademy.org) as soon as possible. In your message, include your child's first and last name and the reason for the absence (illness, family business, vacation, appointment, etc.).

How sick is too sick to attend school? Students should remain home if any of these symptoms have been present in the past 24 hours:

- Fever over 100°
- Cough or sore throat
- Vomiting
- Exposed rashes with unknown causes

For more detailed information regarding whether your child is clear to attend school, please visit the [Jeffco Health Services](#) website.

If your student becomes ill while at Summit, we will contact you to pick them up. Please ensure that your contact information is up to date at all times.

Allergy Awareness

We ask that students and families are mindful of other students and possible allergies. Peanuts, tree nuts, eggs, milk, soy, and other allergens 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.

If you plan to bring food for a Summit event, please bring store-bought items that are packaged and labeled, and do not include common allergens such as nuts and dairy. You can also contact the Summit health aide regarding food you plan to bring to Summit. **STUDENTS MAY NOT BRING FOOD TO CELEBRATE BIRTHDAYS.** Please consider non-food items to celebrate and share, such as pencils, stickers, etc.

Nut-free tables are available in the eating areas. Students with allergies are not required to sit at these tables. Any student who is sure their lunch does NOT contain nuts of any kind is welcome to sit at these tables. A list of nut-free snack suggestions is available from the Summit office upon request.

Indoor tables are regularly cleaned to reduce the risk of accidental contamination. All students are encouraged to wash their hands before and after eating to reduce the risk of allergen exposure.

All students, in all grades, should not share food of any kind.

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.

If your student has a food allergy, please make sure they understand the importance of eating only food approved by you, proper handwashing, and the dangers of sharing food, utensils, and containers with other students.

Cell Phone and Other Electronic Device Usage

The Summit cell phone policy promotes appropriate technology use while keeping the integrity of classroom instruction intact and encourages face-to-face time with student peers. Therefore, the use of cell phones by students is prohibited at Summit; phones must be put away in a backpack while at school.

We will always allow a student to call home if needed. Students may go to the front office to use the phone and call a parent. We also have a number that families can text in order to get a message to a student quickly. That number is 720-515-1670. The front office will receive the message and will pass it on to the student - this number gets checked 2-3 times per day. Families may also call the front office at 303-438-6985 to get a message to their student(s) - please call if the message is urgent. If a student has been asked to put their phone away, and does not comply, their phone may be confiscated. Confiscated electronics may be picked up by a parent at the end of the school day.

Communication

The Summit office will be open during the school year on Tuesday-Friday, from 8:00 AM to 4:00 PM. The office can be reached at 303-438-6985. If you leave a message during office hours, you will typically receive a response the same business day. While there may be staff in the building on Mondays and during school breaks, the office is not "open for business." Please leave a message and we will return your call on the next business day.

Students should not receive calls on personal phones during school hours. If a student needs to contact a parent, they can do so through the office.

The Summit newsletter is emailed weekly and is the best source of information for our families. We also send emails throughout the week as the need arises. If you are not receiving emails from Summit, please notify the Summit office. All families should make use of the [Summit Event Calendar \(SEC\)](#). Calendars, field trip information, event details, etc. will be posted there.

Having current contact information is critical in case of emergency, student health needs, and school closures. Please be sure Summit has your current contact information on file. You can check (and change) that information by logging in to [Infinite Campus](#), clicking 'more,' and then clicking 'address information' and 'family information.'

Teachers will communicate with students and families through Schoology. To log in to Schoology:

- Start at www.jeffco.schoology.com.
- Your student's username is their student ID number. You can find this on their class schedule and in Infinite Campus.
- You can also log in to your Schoology parent account with your Jeffco username and password; your login information is the same for all Jeffco websites, Infinite Campus, and Schoology.

Curriculum Lending Library and Summit Book Fair

Summit has a large catalog of curriculum that can be borrowed or purchased for your homeschool use. You can find more information and view our current catalog at [The Summit Academy Curriculum](#) page. Please note, you are not required to use our curriculum for the classes which you are teaching at home; our lending library is offered as a service, and you are in no way obligated to use it.

Consumables are books or teaching items that are written in or “used up” in some way; these items are available for you to purchase and do not need to be returned to Summit. Non-consumables, such as textbooks, have a barcode and may be checked-out from Summit at no cost; these items need to be returned to Summit at the end of the school year or immediately upon your child’s withdrawal from Summit Academy. You may return borrowed items to the Summit office any time during the school year, and we will announce specific curriculum return days at the end of the school year. If you wish to keep borrowed items over the summer, please contact the curriculum secretary to make those arrangements (SummitTextbooks@jeffco.k12.co.us).

Families are strongly encouraged to attend the spring book fair to see curriculum selections for the next year. At the book fair, you can view, borrow, and purchase curriculum, as well as place orders for items we do not have in stock. You can also talk with experienced staff and parent volunteers for guidance and advice on curriculum choices. Watch your email or check our website for book fair announcements. If you miss the spring book fair, there is a second book fair in August before the start of school.

You do not have to attend a book fair to order curriculum. Curriculum can be borrowed or purchased by contacting the curriculum secretary at SummitTextbooks@jeffco.k12.co.us.

Any required books for your child’s classes at Summit will be provided by the teacher; you do not need to order books for Summit classes in which your child is enrolled.

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. Students are welcome to dress casually, but modestly, 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 uncovered tanks or thin straps; any exposed 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. Clothing should not have to be adjusted to meet this standard.
- No undergarments may show.
- No exposed midriffs.
- Holes in garments and see-through fabric must not expose skin that would be covered using the above bullet points.
- Hat brims must be turned to the back and hoodies may not be pulled down over a student’s face; staff should be able to easily make eye contact with students at all times.
- No garments may contain wording using profanity or vulgar language.
- The director may use discretion on other items worn by students.

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.

- Students should be dropped off only between the buildings by the green cones; there is no other drop-off area.
- If you need to help your student out of the car OR help them inside, please park between the buildings on the east end. **You MUST exit the buildings and have your car moved by 8:30 AM**, as this area closes to all traffic after this time.
- Kindergarten families may enter through the Annex door near the playground. Park in front of the Annex front door (Door #17) and walk up to the door to drop off or pick up your kindergarten student and their siblings. All other families must use the designated drop-off and pick-up area between the buildings.
- Students will enter and leave through doors between the two buildings, Door #11 and Door #15.
- Students should wait in their car until 8:10 AM, when they may exit their car and wait outside in the barricaded area or in the Commons/Community Room until 8:25 AM when the first bell rings.
- At the end of the day, weather permitting, students will exit through Doors #11, #13, and #15, and move to the barricaded area while waiting for their name to be called. During inclement weather, all students will remain in their classroom until their name is called over the loudspeaker. All pick up in the afternoon is between the buildings.
- **High school students** who drive should park in front of the main building and enter/exit through Door #2.
- **Tardy students** should enter Door #1 and check in at the Main Office.
- Parents who need to do business in the Main Office may park and enter through Door #1.
- Click [here for a map with the labeled direction of traffic through our lots](#).

Library Operations Policy

Purpose & Mission

The forthcoming policies are intended to support Summit Academy's (JACS) stated mission, which is, to "...help students attain their highest academic and character potential through an academically rigorous, content-rich educational program." These policies apply to the library resources that are part of the general circulation collection. Policies are guided by the principle of intellectual freedom and follow federal and state laws, statutes and mandatory guidelines.

Acquisition of Resources

Library materials, whether purchased or donated, will be carefully evaluated for consideration and acceptance, by both the school librarian and principal, based on the following criteria:

- High interest and relevance to students, aiding in the development and strengthening of a love of reading

- Alignment with curriculum and educational standards fulfillment of need for wide range of educational materials and formats that meets all learning abilities and needs (e.g. dyslexia)
- Representation of diverse perspectives, cultures and experiences to help develop analytical skills and informed decisions and opinions
- Appropriateness for the intended age groups
- Accuracy and timeliness of material
- Literary merit

Weeding & Removal (De-selection)

The library will remove materials when they:

- Are **damaged** beyond repair
- Contain **outdated or inaccurate** information
- Show **low circulation** over a period of 3–5 years (except classics or historically significant works)
- Contain unnecessary vulgar or sexual content.
- Have **better or updated editions** available
- Are no longer aligned with **curriculum or student needs**

Weeding Process:

- Monitor damaged books weekly
- Generate annual report for weeding of low volume books
- Maintain weeding log in Alexandria with date, title, and reason for removal
- Weed entire collection every three years
- Offer withdrawn books to classrooms, students, or community (if appropriate)

Reconsideration of Materials

When a community member objects to an item:

1. Provide a **Request for Reconsideration Form**.
2. The librarian will **acknowledge receipt** within 5 school days.
3. A **review committee** (librarian, administrator, teacher, parent representative) will:
 - Read/review the *entire* work
 - Consider the work in its entirety, context, and educational value
 - Follow rubric for removal consideration
4. Provide a **written decision** within 30 days, which will be:
 - Added to the reconsideration file
 - Communicated to the requester

Privacy & Intellectual Freedom

- Student borrowing records are **confidential** per FERPA guidelines.
- The library supports **intellectual freedom** as outlined by the **American Library Association's Library Bill of Rights**.

Sports Participation

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. Please refer to [The CHSAA guidelines](#).

- Students may participate in sports at any high school in their district of attendance (Jefferson County) or in their district of residence (your home school district).
- 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.
- 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.
- If a student enrolled at Summit chooses to participate in a sport or activity, the student and/or parent must submit a [Sports Verification Form](#) to The Summit Academy. The completed form will excuse the student from absences related to their sports games. If the completed form is not on file, the student will be marked unexcused for all related absences and their class grade will be impacted. For absences related to sports practices, please talk to 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 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 attendance day. In most cases, the student will only miss a few minutes of practice each week.

NOTE: The Summit Academy is sponsored by Jefferson Academy (JA), and they have welcomed our students to participate in their 9th-12th grade sports program. JA 7th-8th grade students participate in sports as part of their PE program, so most JA sports are not available to 7th and 8th grade Summit students. The exceptions may be soccer and cross country, as they meet before/after school hours. Visit the [Jefferson Academy Athletics](#) page for more information.

Testing

The following is reprinted from the CDE Homeschool Law page (www.cde.state.co.us/choice/homeschool_law). This is only part of the homeschool law pertaining to testing. Parents can get the remainder of the regulations at the CDE website.

“Each child participating in a nonpublic 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.”

Below is a table outlining the tests offered for Summit Academy students. We are not able to test students who are not enrolled with Summit Academy. More information about these tests will be given throughout the school year. Some testing may require a fee. Sign-ups will be made available, and parents must adhere to sign up deadlines to participate. Per Colorado State Statutes, students in a home-based education program are required to test, but they do not have to be tested through The Summit Academy. Summit offers these tests as a service; participation is optional. Summit may be able to submit your child’s scores upon request. Visit [Summit Academy Standardized Testing](#) for more information.

Test	Grade	Dates	Other Info
IOWA Test of Basic Skills	3-8	April	Offered at Summit Academy to students enrolled in grades 3-8.
PSAT 8/9, PSAT 10	9-10	April	The Colorado Test Day for spring PSAT is only available to students in grades 9-10. Full-time students are required to take the PSAT; it is optional for part-time students, although 9 th grade homeschoolers are required to take a standardized test per Colorado law. Offered at Summit Academy.
PSAT/NMSQT	11	Fall	The test day is only available to 11 th grade students. This test is optional for students and requires registration very early in the fall. Offered at Summit Academy.
SAT	11	April	The Colorado Test Day is only available to 11 th grade students. Full-time students are required to take the PSAT/SAT; it is optional for part-time students. Students in other grades wanting to take the SAT should sign up at CollegeBoard.org on a national test day. Offered at Summit Academy.
CMAS Science or Social Studies	11	April	Full time 11th graders only are required to take this test.

Visitors and Guests

Due to health and safety precautions, as well as district guidelines, ALL visitors must check in at the front office, show identification, and submit to our security check.

Students are not allowed to bring guests to Summit classes or other school events for several reasons, including health and safety guidelines, class size, and the desire to promote community among Summit students. Exceptions are made for high school dances, where students may be allowed to bring one guest.

Weather

Summit Academy will only be canceled on days with extreme weather conditions. Summit is physically located in the Jeffco School District area, and we will follow the closings of the Jeffco district. If Jeffco School District is closed due to weather, Summit is closed. If Jeffco is open, Summit is open. We realize that some of our families live a distance away from Summit; parents should use their discretion as to their local driving conditions.

To view school closings, parents should check local news stations (such as www.9news.com/closings), or visit the Jeffco Schools website at www.JeffcoPublicSchools.org.

High School Information

Concurrent Enrollment

All questions regarding college courses, the Concurrent Enrollment program should be directed to Maren Miller (miller@thesummitacademy.org), Summit Assistant Principal and HS advisor.

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 post-secondary 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 post-secondary education, have higher post-secondary 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 post-secondary 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. Upcoming dates will be announced. Please look for more information on the [Summit Academy Concurrent Enrollment](#) page or the CDE CE website at www.cde.state.co.us/postsecondary/concurrentenrollment.

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. The following helps parents understand combining college and Summit classes when planning their child's schedule.

Guiding principles:

- The Summit Academy has two different programs for students in grades 9-12. The full-time and part-time programs operate differently. (Please see the [Full Time vs. Home-based comparison document](#) on our website.)
- 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.
- 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.
- Small class sizes are vital to the success of students in a one-day-per-week program.

Part-time students in grades K-12:

- 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 \$1,250 each semester to help cover costs. The cost of tuition and fees will be taken out of this stipend and if there is additional money, families can fill out a reimbursement form for the cost of books/digital content fees.

Full-time students:

- 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 \$2,500 each semester to help cover costs. The cost of tuition and fees will be taken out of this stipend and if there is additional money, families can fill out a reimbursement form for the cost of books/digital content fees.
- If taking less than 12 college credits through CE, students must take 6 hours of Summit classes.

Four Year Academic Plan (ICAP)

An ICAP is a 4-year plan for your child's high school years. The ICAP is required for all Concurrent Enrollment students and is recommended for all high school students. It is recommended that all parents begin an ICAP when their student enters 7th grade.

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. Use the [ICAP information and forms](#) found on our website to help you build your ICAP.

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](#) 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, and a senior meeting is held early in the second semester, where students contribute to planning the graduation 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 with their college colors.

Late Work Policy

Work that is not turned in when it is due, but is up to one week late, will lose 20%, work that is 1-2 weeks late will lose 50%, and work that is more than 2 weeks late will not be accepted.

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 invited may complete an application, essay, and interview as part of the selection process. Students selected for membership participate in the induction services held each April.

The four pillars of NHS are:

- **Scholarship** – per national guidelines, at a minimum, students must have a cumulative GPA of at least 3.0, on a 4.0 scale, or the equivalent standard. Each school can 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 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.

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 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 semester grade. Our plagiarism policy is based on college policies to properly prepare students for their future academic endeavors.

AI Policy

Purpose: To establish clear expectations for the responsible and ethical use of Artificial Intelligence (AI) tools in academic settings, promoting integrity and digital literacy among students.

1. What is AI? AI tools include technologies such as ChatGPT, Grammarly, Quillbot, Google search, Gemini, Copilot, and any others that can generate text, images, or responses based on prompts. These tools are becoming common in educational and professional contexts.

2. Guiding Principle Our school understands that AI is an unavoidable development that is now widely available to our students. The purpose of this policy is to provide guidance to what are acceptable and

unacceptable uses of this resource. We recognize the use of AI as a *support tool* to enhance learning at the teacher's discretion, not to replace the student's own thinking, writing, or creative work.

3. Acceptable Uses of AI (as permitted by the teacher):

- Brainstorming ideas or topics for assignments.
- Using grammar and spelling check tools.
- Getting help understanding concepts or receiving feedback.
- Creating study tools (e.g., flashcards, summaries).

Students are generally permitted to use AI within these guidelines. However, teachers have the authority to prohibit altogether the use of AI for a specific class or project, such as essay writing.

4. Unacceptable Uses of AI (Considered Cheating):

- Submitting AI-generated essays, reports, or homework as your own.
- Using AI to complete math problems or answer quiz/test questions.
- Relying on AI to rephrase content with the intent to hide plagiarism.
- Avoiding critical thinking or reflection by submitting unedited AI output.
- Using AI in any form when it is prohibited by the teacher for that assignment.

5. Consequences of Misuse Using AI inappropriately will be treated as academic dishonesty. Consequences will include:

- Parent/guardian notification.
- Conference with school leadership.
- Receiving a score of zero on the assignment for the first offense.
- Receiving a failing grade for the semester on the second offense.
- Possibly redoing the assignment.

See the plagiarism section of the Family Handbook for more details.

6. Enhancing Digital Literacy We desire to enhance our students' digital literacy, while still promoting integrity, self-reliance, independent critical thinking, and human creativity. Our school and teachers will:

- Cultivate foundational skills in our students such as writing, brainstorming, outlining, researching, calculating, critical thinking, and general competence independent of technology.
- Prepare our students to excel in a world of rapid technological advancement.
- Provide opportunities for our students to learn how to use AI as a tool.
- Model ethical use of AI.

7. Student Pledge We encourage our students to do hard things by embracing failure as a process of learning. Learning is often messy, but growth is more important than the quality of the immediate product produced by the student!

Recommended Curriculum for the College-Bound Student

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 labs
Social Studies	3 credits including world history, US history, and American government

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 is, the more critical that the applicant has 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.

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.

Visit [The Summit Academy High School Transcripts](#) page for more information, including blank forms and sample transcripts.

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)
- A college class through CE that is 3 credit hours at the college earns a student ½ credits for high school; a college class through CE that is 4-5 credit hours at the college earns a student 1 credit for high school

Students may also be awarded ½ 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 Mrs. Miller (miller@thesummitacademy.org). Unofficial transcripts may also be requested from Mrs. Miller.

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 the 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 – Summit Academy will make transcript revision 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.