

**The Summit Country Day School**

**Middle School Handbook  
2011-2012**

# **The Summit Middle School Directory**

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# Handbook Acknowledgement Form

We have read, understood, and agree to uphold the policies and procedures outlined in The Summit Country Day Middle School Parent-Student Handbook for 2011-2012.

Please return this Handbook Acknowledgement Form to your child's advisor by **Friday, August 26th**.

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Student Signature

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Date

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Parent or Guardian Signature

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Date



## The Summit Country Day School

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August, 2011

Dear Middle School Families,

Welcome to the 2011-2012 school year! We are all, students, parents, faculty, staff, and administration, blessed to be part of this wonderful learning community.

The Summit is a preeminent family school committed to assisting parents in bringing forth the full spiritual, academic, physical, artistic, and social potential of their child(ren). We are a school rooted in the faith of the Sisters of Notre Dame de Namur. As such, we ask every student, faculty, staff, and parent to pledge that they will stand firm in their commitment to honor the goodness of God, self, and others.

Contained in this handbook you will find information pertaining to the details of our life together. Your child(ren) reviewed and discussed this handbook with their advisor. Please find some time in these first days of school to read and discuss pertinent aspects of this handbook with your child(ren). Please sign and return the Handbook Acknowledgement Form to the office by Friday, August 26.

Thank you for blessing us with the opportunity to work with you on the continued formation of your child(ren). We are honored that you have chosen to include us on your journey and we pledge to you our professional expertise as we walk alongside of you.

Sincerely,

Mike Johnson  
Middle School Director

# The Summit Country Day School

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# **The Summit Country Day School**

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## **Philosophy**

The Summit Country Day School is a Christian learning community in which values are fostered and students are challenged to bring forth their best efforts spiritually, academically, physically, socially, and artistically. The environment in which skills are developed is as important to the formation of the individual as the skills themselves. The Summit strives to create an atmosphere in which students experience respect, acceptance, and affirmation as children of God.

A personal approach to the total development of every student encourages each to receive life as a gift and a challenge. The school's program and its constant striving for academic excellence for all students according to their unique gifts becomes, in this faith-community context, a practical social expression of this way of accepting life. The Summit shares in the educational mission of the Church. What makes the Catholic school distinctive is its climate permeated by the gospel spirit of freedom and love.

## **Mission Statement**

The mission of The Summit Country Day School is to challenge every student, faculty, and staff member; to share fully the gifts that have been given to them by God; to grow in grace and wisdom; to develop spiritually, academically, physically, socially, and artistically; and to become people of character who value and improve the world they inherit.

## **The Role of Students**

Each student has the responsibility to participate in a vibrant learning environment by demonstrating positive attitude, willingness to work, intellectual curiosity, and by working collaboratively with teachers and peers. In support of The Summit's philosophy and mission, the students share their talents and value the gifts and talents of others. The students are expected to respect themselves, other students, teachers, staff, and property. The students are called to contribute to the community by participating in service activities.

## **The Role of Parents**

As the primary educators, parents have the initial and most lasting influence on the development of their child. The parents' role is to build the foundation which prepares the child to handle the responsibilities of an active school life.

Parents should understand and actively support the philosophy and mission of The Summit and be familiar with the educational program in order to assist their child in maximizing individual potential. Parents support faculty and administrators in open, honest, and responsible relationships to ensure the accomplishment of mutual goals.

Meaningful and active participation of parents in the educational process contributes to student success and promotes the school. Parents guide the child to an appreciation of, and respect for, the education provided at The Summit and instill a desire to give back to the institution in the future.

## **The Summit Middle School Character Pledge**

With honesty, pride, and a positive attitude,  
I pledge to:

- honor God with gratitude for the gifts I have received;
- treat others with fairness, kindness, and dignity;
- appreciate and celebrate our differences;
- take responsibility for my own learning and strive for my personal best in all I do;
- treasure The Summit as a place to worship, learn, and mature.

## **Middle School Objectives**

Acting as a bridge between the Lower School and Upper School, the Middle School strives to make certain each of its students has:

- a positive self-image in and out of the classroom;
- an understanding of honesty and integrity as products of self-discipline and an understanding of the teachings of Christ;
- respect and tolerance for the beliefs, ideas, and property of others;
- opportunities to succeed in many areas of the school experience;
- awakening and satisfaction of intellectual curiosity;
- development of logical, analytical, and critical thinking within and among a variety of academic disciplines;
- a sense of belonging, growth, and fulfillment through participation in clubs, athletics, music, fine arts, and Christian service;
- worthwhile social experiences, awareness of social responsibility, and a framework for making appropriate decisions in social relationships;
- efficient and organized study skills.

## Section I

### Campus Policies

#### A. Student Status

##### ***Student:***

One must have a contract with The Summit signed by the student's parent(s) or legal guardian, and the student must live with that parent(s) or guardian.

#### B. Absence

##### ***Student Responsibility:***

We expect every student to be in school every day. Students are required to attend all classes, assemblies, advisement period meetings, and extracurricular practices or rehearsals, and to be there on time unless excused by the appropriate person in charge.

##### ***School-Parental Responsibility:***

The school has a responsibility to know where every student is every day. If a student is not in school, we need to know where the student is and expect that the parent will also want to be aware if the student is not in school.

##### **If a Student Must Miss School for an Entire Day or Any Portion of It**

- The parent **must** call the Middle School Administrative Assistant that morning by 8:45 a.m. Only a **parent** or a **designated adult** may call to notify the school of an absence. (Please ask for the Middle School Administrative Assistant- **871-4700 ex. 254**).
- The **student must bring a note from a parent or designated adult on the first day of return to school**. This note must be given to the Middle School Administrative Assistant **before 8:15 a.m.** of the return day.

Failure to comply with this basic procedure will necessitate school disciplinary action.

##### ***Unexcused Absence:***

Any absence from school, whether for a full day or any part thereof, which is not cleared in the manner described above, will be recorded as an unexcused absence. This notation means that the student will receive a **zero** on all work **done** and **due** during the period of the unexcused absence. Further disciplinary action may also result at the discretion of the Director.

##### ***Non-Medical Absence:***

Students who must be absent from school other than for medical or family emergency reasons or recognized religious holidays must obtain permission of the Director **prior** to that absence. Parents are strongly urged and requested to follow the school calendar in arranging family vacations, because one can never truly make up a day of instruction.

Parents and students are strongly encouraged to use the **WhippleHill Summit Portal** as a resource to check for class activities and work during any absence.

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### ***Special Dismissal:***

If a student must leave school for a portion of the school day, a parental note should be delivered at the beginning of the day to the Middle School Administrative Assistant. The note should specify the time of dismissal, the nature of the appointment, and the approximate time the student will return to school. Parents are required to sign out the student in the sign-out book located in the Middle School office and to sign in when they return. **Students will not be dismissed to anyone other than the parent without written parental permission.**

### ***Extra-Curricular Activities:***

For students to be able to dress for, or compete in, an athletic event/practice, rehearsal, performance, or any extracurricular activity, they must be in attendance by noon on that day (unless advance permission to do otherwise has been granted).

## **C. School Hours**

### ***Arrival:***

Each student is expected to be in first period class before 8:15 a.m. each morning. The doors to the Middle School building will be opened at 8:00 a.m. Those arriving earlier are required go to St. Gregory's, which is supervised starting at 7:45 a.m.

### ***Tardiness:***

Students who arrive after the 8:15 a.m. tone are tardy and will be marked absent by the first period teacher on the attendance report. Therefore, it is necessary for students who arrive after the 8:15 a.m. tone to sign-in with the Middle School Administrative Assistant and obtain a tardy/ admit slip **before** proceeding to class. The tardy/admit slip will admit the student to class, and the student will **not** be admitted without it.

Late arrival to classes, assemblies, or other school appointments and obligations indicates a disregard for one's personal responsibilities. The resulting delays, lost time, interruptions, and distractions are inconvenient, annoying and disruptive for other members of the school community who are trying to proceed with their teaching, learning, scheduled duties, or planned activities. **Repeated tardiness within any quarter will result in disciplinary action.** Chronic tardiness may necessitate a parental conference in order to resolve this problem.

### ***Dismissal:***

Dismissal is at 3:15 p.m. Faculty is available until 3:45 p.m. After that, students should be on campus only with a coach, an activity advisor, or by approval of the Middle School Office. If students are here after 3:45 p.m., they may be placed in After-School Care, for which charges will be assessed.

### **Pickup by Parents**

After dismissal, students **may not walk to the front gates of the school or to any other street for pickup by parents.** Students may be picked up only from the designated pickup locations. Students who are not with a teacher, advisor, or sports team should report to After-School Care. Permission may be granted for use of the computer lab from the Director of Computer Services **prior** to dismissal. Students involved in extracurricular activities must remain in the presence of the supervising adult. No student is permitted to wander the campus unsupervised at any time.

Students may not be released to anyone other than a custodial parent or guardian without written permission provided to the Middle School Office.

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### D. Academic Policies

#### ***Curriculum:***

Stressing discovery, inner growth, intellectual development, and preparation for the Upper School, The Summit offers challenging programs in Language Arts, Mathematics, Religion, Social Studies, Foreign Languages, Sciences, Fine Arts, Health and Physical Education. Course content and instruction are under constant scrutiny and revisions are made annually.

#### ***Letter Grades***

<b><i>Letter Grade</i></b>	<b><i>Grade Percent</i></b>	<b><i>GPA Calculation Value</i></b>	<b><i>Letter Grade</i></b>	<b><i>Grade Percent</i></b>	<b><i>GPA Calculation Value</i></b>
A+	97-100	13	C+	77-79	7
A	94-96	12	C	74-76	6
A-	90-93	11	C-	70-73	5
B+	87-89	10	D+	67-69	4
B	84-86	9	D	64-66	3
B-	80-83	8	D-	60-63	2
			F	0 -59	0

#### ***Meaning of the Letter Grades:***

- A** Excellent - work of exceptional quality
- B** Commendable - work of fine quality
- C** Satisfactory - work of acceptable but not distinguished quality
- D** Unsatisfactory - work of unsatisfactory but passable quality
- F** Failure

#### ***Effort Indicators:***

1. Demonstrates unflinching diligence, shows extraordinary effort
2. Satisfies all requirements with favorable responsibility and interest
3. Works adequately but not using all abilities
4. Shows incomplete work, insufficient study habits, lacks self-discipline
5. Gives little or no attention to academic tasks and responsibilities

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### ***Homework:***

Homework is assigned regularly to reinforce daily instruction, to promote self-reliance, and to create efficient study habits and organizational skills. Be wary if a child says there is no homework. With nothing specific due, there is still the need to maintain productive habits by establishing a quiet time for review and/or reading. Parents will be notified that their child has not satisfactorily completed assigned work. A pattern of this behavior will result in a conference with teachers, the counselor, and/or Division Director.

Each teacher will prepare and communicate to students specific assignments (e.g., daily homework, reading assignments, project due dates, etc.). Each student will transcribe the assignments into the student plan book which the school has provided. When possible, students will have assignments in advance to help with organization and planning of study time. You will have access to your child's grades, assignments and announcements via the **Summit Portal to WhippleHill**. The purpose of **WhippleHill** is to strengthen the connection between school and home and provide you with access to your child's academic progress.

Parents and students are strongly encouraged to use the **WhippleHill Summit Portal** as a resource to check for class activities and work during any absence.

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The faculty will update their grade books frequently. If you have problems accessing assignments or grades, please e-mail the appropriate teacher for further instructions.

Depending on individual differences, fifth, and sixth graders should spend an hour to an hour and a half on homework each day, while seventh and eighth graders should spend approximately two hours each day.

### ***Extra Credit:***

Completed homework, submitted on time, positively affects the quarter grade. In cases of emergency or sickness, the homework may be delayed. **Extra credit will not be given to improve a grade.**

### ***Make-up Work:***

When a student misses an assignment or test, it is his/her responsibility to arrange for making up the missed work. The teacher and student will set up the time frame within which the work will be made up, but it is the student's responsibility to take the initiative to make up an assignment and to arrange for make-up quizzes or tests.

### ***Textbooks/Lockers:***

Textbooks will be checked by classroom teachers at the end of the year/semester for damage or loss. All damage fines must be paid, and lost texts paid for or replaced. The final report card will not be sent home until all outstanding library and textbook fines have been cleared.

Books loaned to students through the State of Ohio Auxiliary Services Law are to be treated as a loan. Books defaced or lost are replaced at the student's expense. Books and other belongings are to be kept in the lockers.

Each student is assigned a school locker and gym locker for physical education classes. Since the lockers are school property, students have a responsibility to keep them in good condition. **Lockers are not to be written upon – either inside or out.** Students are to report broken lockers to their advisor.

**Do Not Keep Items of Value in Your Locker!** The Summit is not responsible for any articles lost or stolen from lockers. There is to be no sharing or trading of lockers. Locks will be provided by the school, and the student will be the only person given the combination. Students should spin the dial after closing the lock to be sure that their locker is kept locked at all times. Tampering with another's locker is a serious offense. **Students are required to purchase locks for Phys. Ed.**

The Administration reserves the right to search persons or lockers at any time. Students are liable for disciplinary action if they are found in possession of illegal items or stolen property. Parent(s) or legal guardian(s) will be notified immediately, and civil authorities will be contacted as required by law.

To prevent disturbance to classes, students are not to go to their lockers during a class period without a teacher's permission.

If it is necessary for a student to bring an item that will not fit in a locker that item must be checked in at the front office for storage.

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### ***Honors/Awards:***

Each quarter, honors for academic achievement are awarded during a Middle School Assembly.

**Blue Honors** is for all grades A- or better.

**Blue Aces** is for students whose grades are all A's or A+'s .

**Silver Honors** is for all grades B or better.

Recognition is also given for many activities and competitions, and, at the end of the school year, many students are honored for their achievements and excellence.

### ***Report Cards:***

Report cards are mailed to parents at the end of each quarter. Report cards will also be made available via the WhippleHill Summit Portal. Parents will be notified when grade cards are available online.

### ***Student Record Policy:***

A student's permanent record card may be inspected by his/her parents each year. Information considered to be inaccurate, inappropriate, or misleading may be challenged in order to prevent mistakes from becoming permanent.

When a student withdraws and enrolls in another school, The Summit will ordinarily forward a copy of the student's permanent record card in response to a request. This request will not be honored if the student's parent has previously objected to the release of the record, or if all financial or other responsibilities to The Summit have not been fulfilled.

Transcripts will be forwarded to other schools only at the request of a student's parents. Other information in the possession of The Summit, such as confidential health data, psychological reports, and reports from outside agencies, will be forwarded to another school, agency, or individual only with the written consent of the parent. The school's ordinary practice is to destroy such material once a student has left the school.

### ***Parent/Teacher Conferences:***

Two formal Parent/Teacher Conferences are scheduled each school year. One set of conferences is scheduled several weeks after the first quarter report is distributed; the second set is held following the second quarter. The purpose of these conferences is to provide opportunities for parents to speak with their son's or daughter's teachers to discuss academic progress and to plan improvements.

Scheduling for the Parent Conference nights will be provided online. Detailed instructions for the scheduling process will be sent prior to the scheduling period.

Of course, parents may contact their child's teachers by phone at any time during the school year. Parents can e-mail or call the school (871-4700, ext. 254) and leave their name and phone number with the Administrative Assistant or use the teacher's voice mail to leave a message. Teachers will respond to messages and emails as soon as their teaching schedule permits.

Parents are urged to consult with teachers whenever it is in the best interest of their son or daughter.

### E. Conduct Policies

#### ***General Policies:***

The Summit, a learning community with a long and cherished history, develops interpersonal and spiritual relationships through mutual respect, trust, honesty, and compassion. All members of this learning community are expected to conduct themselves with a Christian sense of personal responsibility, decorum, integrity, and honor.

We strive to work, study, play, learn, and live together in this spirit of cooperation, common purpose, and concerned appreciation of the rights and feelings of others. We are guided by simple, Christian rules and mutual expectations designed to encourage patterns of positive behavior which promotes an atmosphere of respect, responsibility and trust. This enhances a rich tradition and leads to a continued pursuit of excellence in all we do – excellence with spiritual compassion.

#### ***General Guidelines:***

Certain types of misconduct can be categorized as either major or minor departures from The Summit's general principles of behavior mentioned above. The response of the school Administration will be related to the degree and frequency of the misbehavior. The school's response to a major behavioral infraction may be after-school detention, suspension, in-house suspension, or dismissal. These responses may be anticipated even by first offenders. Suspension or dismissal is imposed by the Head of School upon the recommendation of the Director and in consultation with other appropriate school personnel.

**Students committing minor violations may expect detention, work details, lunch or after-school detention, the loss of one or more privileges, disciplinary warning or probationary status, or some combination of the above.** Disciplinary probation means that any subsequent departure from the school's behavioral guidelines and expectations during the probation period will be dealt with as a major violation.

#### **All Minor Behavioral Violations**

(including Dress Code)

- 1<sup>st</sup> - 2<sup>nd</sup> Offenses - Warning/Advisor will speak with student and notify team leader.
- 3<sup>rd</sup> Offense - Advisor will speak with student, contact the students' parent(s), and notify the Team Leader.
- 4<sup>th</sup> - 5<sup>th</sup> Offenses - Warning/Advisor will speak with student and notify Team Leader.
- 6<sup>th</sup> - 8<sup>th</sup> Offenses - Advisor will speak with student and notify Team Leader. Team Leader will notify Parents and a working Lunch will be assigned.
- 9<sup>th</sup> Offense - Advisor will speak with student and Team Leader will assign a working Lunch. Director will notify student and parents that next offense warrants detention
- 10<sup>th</sup> Offense - Advisor will speak with student and director will meet with student and parents. Detention assigned.

•Disciplinary Records will be maintained on a per quarterly basis.

Disrespectful behavior, such as rudeness, coarseness, insolence, harassment of any form, including sexual abuse, verbal abuse or profanity, is offensive not only to the victim but also to all fair-minded observers. Such conduct or language will not be tolerated at The Summit. Any form of deceit or dishonesty likewise will not be tolerated and will result in

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immediate and consequential action. Students are expected to treat all adults in the school community with respect, to follow the directions of the faculty, and to treat each other as they would like to be treated themselves. These general principles and guidelines are both simple and reasonable and, as such, should form a positive and acceptable mode of conduct for our whole community.

### ***Threats***

Threats against other persons or The Summit will be taken seriously and severe action will be taken immediately. A student violating this policy should expect the strongest disciplinary action including the possibility of expulsion from The Summit on the first offense.

### ***Sexual Harassment Policy:***

#### *General Statement of Policy:*

The Summit Country Day School is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any Board member, parent, volunteer, administrator, faculty member, employee, student or guest is strictly prohibited.

#### *Sexual Harassment Defined:*

Sexual harassment can include, but is not limited to, the following:

1. Unwanted physical advance or verbal approach of a sexual nature.
2. Subtle or overt pressure for sexual involvement.
3. Unwanted reference to one's physical appearance, sexuality or to sexual activities.
4. Unwanted physical contact.
5. Demand for sexual favors accompanied by implicit or explicit threats against one's job security or success.
6. Comments or actions which denigrate a person based upon gender.
7. Unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials.

#### *Reporting Procedure:*

Any person who believes he or she has been the victim of sexual harassment by a Board member, parent, volunteer, administrator, faculty member, employee or student of The Summit Country Day School is encouraged to discuss the alleged acts immediately and confidentially with the appropriate Division Director, Division Counselor(s), or the Head of School (the "Designated Persons").

Any complaints of alleged sexual harassment made to the Designated Persons will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter prior to disclosure or direct investigation of the matter.

If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized.

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### *Investigative Procedure:*

Following discussion with one or more of the Designated Persons and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the Head of School of The Summit Country Day School (if he has not prior knowledge). Once so advised, immediate follow-up in the form of a full investigation by the Head of School will be performed.

In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Head of School and appropriate action will be pursued expeditiously in each case.

### *Responsive Action:*

Any administrator, faculty member, employee, or student of The Summit Country Day School who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party by the Head of School. The report will document any disciplinary action taken by The Summit Country Day School as a result of the complaint and will become part of the personnel file or record of the disciplined individual.

### *Reprisal:*

Retaliation against any individual who complains of sexual harassment is strictly forbidden by The Summit Country Day School, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

### *Non-Harassment:*

The Summit Country Day School recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by The Summit Country Day School, and can be cause for disciplinary action up to and including discharge or expulsion.

### ***Off-Campus and Extra-Curricular Conduct:***

The school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction; however, students should remember that at all times they are responsible for the good name of The Summit Country Day School. A student involved in off-campus or extra-curricular conduct prejudicial to the reputation of the student, and thereby the school, or in violation of the school's mission statement, may be subject to severe disciplinary action, including possible dismissal.

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### ***Infractions:***

#### ***Alcohol, Drugs and Tobacco:***

The use, possession, consumption, sale, or purchase, whether actual or attempted, of alcoholic beverages, non-prescribed drugs, drug paraphernalia, inhalants or other controlled substances including tobacco and counterfeits by students on The Summit Country Day campus or at any school event is a major violation not only of school rules but also of state or federal laws. The Summit's policies in this crucial area are motivated not only by respect for the law but also by a genuine concern for the physical, psychological, and emotional well-being of all its students.

Therefore, students found in violation of this policy may be subject to dismissal, even on a first offense basis. At the very least, every student found in violation of the policy will:

1. Be suspended from school for a period determined by the Administration.
2. Be required to submit to an immediate professional evaluation as to chemical or substance dependency by a certified chemical dependency counselor. Informed consent must be given so that communication between the school and counselor can occur. The cost thereof shall be paid by the parents and a written report prepared and turned over to the school and parents.
3. Be required, along with his/her parents, to attend a re-entry conference and agree to continue or undertake such remedial programs as called for in the evaluation mentioned above.
4. Be placed on disciplinary probation for a period of time determined by the school. That status indicates that any repeat violation of abuse, or any other violation, will result in immediate expulsion from The Summit.
5. Be in forfeit of any leadership position held at the time of the infraction, continuing for a length of time to be determined by the Administration. As well, student privileges, free periods, early dismissals, etc. will be forfeited.

### ***Cheating:***

Honor is at the very core of The Summit tradition; and therefore, the representation of another person's work as one's own is cheating. **Sharing of homework is not permitted** and is an act of cheating. Such cheating is a form of theft and deceit which erodes good character and lowers a person's self-esteem; as a result, appropriate disciplinary action will be taken.

A student found guilty of cheating on homework assignments, quizzes, tests, or of plagiarizing written work will receive no credit for the assignment. Parents will be notified and additional consequences will be determined by the teacher and administration.

Repeated acts of cheating will be treated as a major violation of The Summit's code of ethics.

### ***Weapons:***

Students should never bring a weapon, any realistic imitation of a weapon, or explosive devices of any kind, including lighters or matches, to school or to any school event.

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The student violating this policy on weapons may expect the strongest of disciplinary actions including expulsion from school on a first offense basis. Students should expect this same response to off-campus violations of this policy; as a result, appropriate disciplinary action will be taken by the administration.

### *Fighting:*

Physical assault, abuse or hazing is a serious violation of the rights of another person and a major infraction. The danger of injury and the desire to provide all members of this community with a pleasant, peaceful and congenial atmosphere require the school to deal severely with any incident on the campus, at school events, or on school trips.

A guilty student may:

1. Be assigned in-school suspension or out-of-school suspension for a period to be determined by the Administration.
2. Be placed on disciplinary probation for a specified period of time.
3. Be held responsible for any personal or property damage caused by the incident.

Repeated incidents of fighting and disruption will be subject to increasing severity of consequences and may ultimately result in expulsion.

### *Stealing and Vandalism:*

Respect for property, both personal and community, is an integral part of the principles of The Summit tradition. The theft, tampering, defacement or destruction of property, belonging to the school or to another person, is a willful act which violates every concept of lawful and decent behavior. Therefore, this major violation will be met with immediate and consequential action. **Any deliberate misuse of the school's emergency procedures, including bomb threats or false fire alarms, etc., will be viewed as a major infraction and dealt with accordingly by the Administration.**

### *Truancy/Cutting:*

Any student who is not where he /she is expected to be, in the normal course of school activity, by the teacher, coach, staff member or Administrator to whom the student is then assigned or responsible, is cutting. Cutting school for the day is a truancy violation and also severely compromises both the student and the school. A student who cuts class or an activity, or who is truant may expect at least:

1. To receive **no credit** for all work done or due that period or day in class. Coaches or the Administration may respond appropriately in consideration of the obligation that has been missed.
2. For parents to be notified of truancy incident.
3. To be placed on disciplinary warning which status indicates that a subsequent offense in this or any other area will escalate the violation to major status. Truancy is, in fact, a major violation and may result in suspension or expulsion.

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### *Littering, Noise, Food, Drink and Gum:*

An orderly campus is essential to the appearance and pleasant atmosphere which we at The Summit Country Day School wish to offer to others and to enjoy for ourselves. All members maintain such an appearance by depositing discarded materials only in proper receptacles and by picking up trash, rubbish, or other litter which has been accidentally dropped by others.

- **No food or drink** is to be consumed in Middle School hallways.
- **No food or drink is to be purchased in the cafeteria and brought back into the Middle School building.**
- Snacks for birthdays or other special occasions are only to be consumed by prior arrangement with the student's advisor.
- Due to the number of students with food allergies, please consult with your child's advisor before sending any group snacks to school.
- **Gum chewing is not permitted at any time** on school grounds.
- No food or drinks may be brought to school to be sold unless with the permission of the Director.
- **The consumption of food and drink in the car pool line and the bus line is forbidden.**
- Students will not be permitted to carry water bottles and/or other beverages to class without written permission from the school nurse or school authority.

### *Rowdiness and Other Disruptions:*

Any behavior which disturbs the conduct of regular school activities, interferes with the educational process, or risks injury to persons or property is inappropriate and unacceptable on this campus, at school events, or on school trips. Misconduct of this nature in class, the hallways, lockers, playing fields or any school facility will be dealt with as a violation of respect and concern for others.

If a student is dismissed from class, or any activity, or is insubordinate or inappropriate in language or action, or is in any way disturbing the regular school activities, he/she can expect disciplinary action.

No student may sell merchandise at school for personal gain. Special sales to support school projects are occasionally held with the approval of the Administration.

### *Electronic Devices Policy:*

**The Summit Middle School recommends that all electronic devices be left at home and** cannot be held responsible for the loss or theft of any non-school equipment.

Electronic devices such as **cell phones**, laser pointers, PDA's, radios, stereos, etc. are a distraction to the school day atmosphere. **The use of such electronic devices is strictly prohibited in the school building or playground between 8:00 to 3:15.** Such items in use during those times **will be confiscated**, parents notified, and further disciplinary action taken.

I-pods, I-touches, or similar devices that disrupt during the school day or activities will be subject to confiscation.

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Students are required to comply with any teacher's request to turn-off or put away any electronic device.

All parent/child communications are to be monitored through the Office.

### *"Off-Limits" Areas:*

There are certain areas of the campus which must, for safety and supervision reasons, be prohibited to students. These include any faculty desk, closet, or office; faculty rooms and equipment; the kitchen; maintenance areas; parking lots; storage rooms; any roof; and the school buildings and grounds after 3:45 p.m. unless accompanied by an adult or with previous permission. **Students may not leave campus while waiting for after school practices, games or rehearsals.**

### *School Bus Behavior:*

Students riding a school bus are to obey all bus rules as directed by the driver. Misbehavior may result not only in disciplinary action taken by The Summit but also by the bus company or public school district.

### *Computer Usage and Ethics:*

Computer facilities at The Summit are available for the use of students, faculty, and staff. Students, faculty, and staff are encouraged to use these facilities for research and instruction.

The Summit computer mail and data networks promote the free exchange of ideas and information, thus enhancing teaching and research. The Summit computer ethics policy is premised on respect for the work of others and respect for school equipment, networks, and software. It is a violation of this policy to attempt to modify the documents of others, system facilities, networks, or computer software protections. Recognizing that many computer hardware and software resources are shared by all users and are often available on an unmonitored basis, every user is responsible to act ethically at all times.

Proper usage of Internet access and computer capabilities is to be the norm, and inappropriate computer use, including copying, slander, theft, or piracy committed through a school computer, will be treated as a serious disciplinary violation and, if local, state, or federal laws are broken, will be referred to law enforcement authorities as well. **Users should never use e-mail or other means to harass others or interfere with their work.**

An Acceptable Use Policy that details student guidelines regarding computer and Internet use is to be read and signed by each student and parent(s). The Summit Country Day School provides Internet access to students, teachers, administrators, and staff through the Hamilton/Clermont Cooperative Association of Boards of Education (HCCA). Internet users are expected to comply with HCCA policies. All Summit and HCCA computer policies and guidelines are reviewed with students and are posted in the computer labs. Electronic information is easily reproduced, and respect for the work and personal expression of others is especially critical in computer environments. Violations of the integrity of authorship, plagiarism, invasion of privacy, unauthorized access, and copyright violations may be grounds for sanctions against members of The Summit community. Users are to respect United States copyright and patent laws and use school resources consistent with these laws. Users must use only software which the school has permission to use.

Ownership of the contents of all disk file storage on all school computer systems and networks is retained by The Summit, which asserts the right to access and inspect all user

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files when necessary for the management of the system. Appropriate corrective action and disciplinary measures, including expulsion where justified, will be taken to remedy all violations of this policy.

### *After-School Detention:*

After school detention will be held from 3:15 p.m. to 4:30 p.m. on an as-needed basis. Students will report to the Administrative Assistant at 3:15 p.m. Students will either be assigned community service work or written work during detention. The detention monitor oversees work and student safety during the detention period. The detention monitor will bring students to the front door at 4:30 p.m. for pickup. Students not picked up at 4:30 p.m. will be escorted to After-School Care.

### *Suspension:*

It is necessary at times to suspend a student's privilege of attending The Summit. When a disciplinary action calls for suspension, whether in-house or home suspension, the student will be withheld from **all** normal school activities – classes, sports, clubs, plays or any other areas of school involvement – for the time set by the school for the particular punishment involved.

The suspended student may receive all assignments given for this period and **must** do all the work so assigned to be handed in upon return to class. Work previously assigned and due during the suspension should be completed and sent in on time, and, if done so, it will be accepted as usual. Graded work done during the suspension **must** be made up and **must** be done within **two** days of return or no credit will be given.

All suspensions include, as part of the process, a parent conference. The student will also be placed on disciplinary probation for a set period of time. Anyone dismissed from The Summit for disciplinary reasons cannot attend The Summit school functions.

## **F. Personal Appearance**

Concern for personal appearance and hygiene is an indication of self-respect as well as courtesy toward others. One's appearance reflects not only on the individual but also on The Summit; therefore, it is reasonable for The Summit to define certain expectations for the personal appearance of the student body. **If a student's personal appearance or hygiene should be perceived by the Administration as reflecting negatively upon the school or as creating unnecessary distractions, that student should expect to be told to make necessary changes.** The essentials are cleanliness and neatness in dress and grooming.

## **G. Dress Code**

There are two approved uniforms which will be the daily attire, except for occasional out-of-uniform days designated by the administration. The warm weather uniform will be acceptable for the first and fourth quarter. It is the student's responsibility to see that a proper uniform is ready for daily use. **Reminder: Each uniform is distinct. There may be no mixing or matching unless specifically allowed below.** Both uniforms are to be properly worn: tucked in, neat, clean and mended. Hats or caps may not be worn in the building. For girls, no jewelry other than normal earrings, necklaces, finger rings, and bracelets are permitted.

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### Warm Weather Uniform-Girls and Boys (First and Fourth Quarter)

- White polo with Summit logo. Only plain white short-sleeve T-shirt may be worn underneath.
- Navy shorts or slacks with belt loops (boys-flat or pleated front; girls mid-rise or pleated front), worn with a brown or black belt. Alternatively, girls may wear the plaid uniform skirt with the polo shirt.
- White, black, gray or navy socks; must be visible above the top of the shoe.
- Sturdy brown, black or navy shoes or athletic shoes. No sandals, shoes with wheels, slippers, moccasins, boots of any kind, clogs, open-toe or open-heel shoes.
- Optional - Sweatshirt/fleece - gray, navy, or white - with Summit logo may be worn over the polo.

### Winter Uniform (Second and Third Quarter)

#### Girls

- White oxford button-down collar blouse with Summit logo, long or short sleeve, buttoned except for the top button. A white T-shirt or turtleneck may be worn under the blouse.
- Plaid uniform skirt or navy slacks (mid-rise or pleated front and worn with a brown or black belt). No pants or sweatpants may be worn under skirt. Hem of skirt should be no more than 3 inches above the top of the kneecap.
- White, black, gray or navy socks, tights or leggings. Socks must be visible above the top of the shoe.
- Sturdy brown, black or navy shoes. No athletic shoes, sandals, shoes with wheels, slippers, moccasins, boots of any kind, clogs, open-toe or open-heel shoes.
- Optional: Sweatshirt/fleece - gray, navy, or white - with Summit logo.
- Optional: Gray or navy vest, long-sleeved V-neck or crew-neck sweater with Summit logo.

#### Boys

- White oxford cloth button-down shirt, long or short sleeve, with Summit logo above pocket. Only a plain white short-sleeve T-shirt may be worn underneath.
- Summit tie is provided through the school office. Additional ties may be purchased.
- Navy slacks with belt loops (flat or pleated front), worn with a brown or black belt.
- White, black, gray or navy socks; must be visible above the top of the shoe.
- Sturdy brown or black shoes. No athletic shoes, sandals, shoes with wheels, slippers, moccasins, boots of any kind, clogs, open-toe or open-heel shoes.
- Optional: Sweatshirt/fleece - gray, navy, or white - with Summit logo.
- Optional: Gray or navy vest, long-sleeved V-neck or crew-neck sweater, with Summit logo.

**Gym Attire** - Students are required to change for Physical Education (PE) class. Specific dress requirements will be outlined on the first day. School-approved PE clothing will be issued from the PE department. Each student must wear sneakers; street shoes with rubber soles are not viable substitutes.

**Spirit Days** - Fridays are Spirit Days at The Summit. Students are permitted to wear white, black, gray, navy or Summit blue athletic team and club tops and sweatshirts. These tops

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should represent the school. Students should continue to wear the uniform shorts, slacks or skirt, appropriate socks, footwear, etc. Spirit wear is for tops only.

### ***Out of Uniform Attire:***

Occasionally, an out-of-uniform day will be called. When one is announced, certain guidelines must be followed:

#### **Dress-Up Out of Uniform Days:** Intended for more formal situations

(i.e. Mass, special presentations, assemblies and some field trips)

- For boys, dress pants with a dress shirt, tie and sport coat constitute appropriate dress. During first and fourth quarters, sport coats are optional.
- For girls, appropriate dress consists of a dress, skirt, or dress pants with a collared shirt or a dressy non-collared blouse. Socks, leggings, or pantyhose should be worn with dress shoes.
- For all students, boots, open-toed shoes, open-backed shoes, sport sandals(e.g., Texas or Birkenstocks), or ‘flip-flops’ are not permitted.

#### **Dress-Down Out of Uniform Days:**

- Long denim jeans or pants may be worn if they are neat, clean, and mended.
- During 1<sup>st</sup> and 4<sup>th</sup> Quarters: dress shorts or cargo shorts may be worn.
- Athletic shoes with wheels are not permitted.
- Athletic sweats, athletic shorts, or pajama-style pants are **not permitted**.

**Birthday** Students may celebrate their **birthdays** following the same dress code for dress down or dress up days. When the student’s birthday falls on a school day, he or she must use this privilege on that date. If the birthday is on a Saturday, they should celebrate on the Friday before; and if the birthday is on a Sunday, the following Monday.

For those students whose birthdays fall during a break, the Director will set a specific date on which they may celebrate.

### ***Face Painting and Hair Painting***

Face painting and hair painting are not permitted.

## **H. Hair**

Students’ hair must be kept clean and neatly groomed; the length, color, or style should neither create a distraction for the student or others nor reflect negatively on the school. **If the length, color, or style of a student’s hair should be perceived by the Administration as reflecting negatively upon the school or as creating unnecessary distractions, that student should expect to be told to make necessary changes.**

## I. Emergency Procedures

### ***Fire Drills:***

The fire drill exit route is posted in each classroom. Students are to proceed as quickly as possible by the route indicated. Once in the proper place, they are to line up by class. Students are to maintain absolute silence as they leave the building and until they are instructed to return to their classes.

### ***Tornado Drills:***

When a tornado drill is announced, students are to proceed directly to the tornado area as posted in each room. There, they are to assemble by class in assigned places. Students are to maintain silence and are to sit with his or her back to the nearest wall.

### ***Inclement Weather – Snow Days:***

In the case of severe, inclement weather, announcements of school closing or late opening will be made on local radio and TV stations. Further specific information will be distributed by the Head of School's office.

## J. Library Procedures

The Tyrrell Library is both a place for serious research and study as well as a place for less formal reading and review of materials. The librarian will maintain an atmosphere conducive to research and study in the library. In addition to conduct policies throughout the Middle School Division:

1. A quiet atmosphere is required.
2. Items to be taken from the library must be brought to the circulation desk to be checked out before leaving the library.
3. Furniture cannot be rearranged.
4. No food, drinks, gum or candy may be brought to the library or consumed there.
5. **Circulation Policies:**

Circulating books are checked-out for a three-week period. Books may be renewed for an additional three weeks unless another student or a faculty member has requested those materials.

Compact discs, periodicals, videos and vertical file materials are checked-out for seven (7) days.

Reference materials may be checked-out overnight.

Fines are charged for all overdue materials as follows:

\$.05 per day for books.

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\$.10 per day for compact discs, videos, periodicals and vertical file materials.

\$.25 per day for reference materials.

When computing fines, days counted are school days only. No holidays or weekends are used to determine fines.

Students receive notices for overdue materials. Students failing to return materials and/or pay fines are subject to disciplinary action as determined by the Director.

### **K. Telephones and Messages**

- Students are asked to request the use of the school phones between classes and at lunch time unless it is an emergency call.
- Messages may be left for students by calling the Middle School office (871-4700 ex. 254).
- The office will be glad to take messages for students but **will not** interrupt a class in progress.
  - Students will be called to the office to receive routine messages between periods or at lunch.
- **Emergency messages** will be delivered immediately.

### **L. Campus and Visitors**

The Summit is a closed campus which means that **no** student is allowed to leave without the specific and appropriate permission of the Director. In addition, **no** visitors are allowed on campus without prior notice and permission. Consequently, all visitors must immediately report to the office. A visitor's identification badge will be issued at that time. Parents are welcome; however, arrangements must be made through the Middle School Office at least 24 hours in advance of the intended visit.

## Section II

### Campus Programs and Services

#### A. Pastoral Services

The religious development of each student is a prime purpose of The Summit program. Spiritual growth and development will be encouraged through our religion curriculum, Masses, and other liturgical gatherings. These programs are carefully constructed for each year and announced at the beginning of the school year. A student's behavior at all such programs is expected to be open, polite, positive, and spiritually dedicated.

Middle School students are expected to participate in Christian Service activities. Christian Service is defined as those projects or actions that enable The Summit student to build a relationship with another person. This ideal is best exemplified by Christ in the Gospels: feeding the hungry, clothing the naked, taking care of the poor, ministering to the sick, aiding the outcasts, housing the homeless, preaching of the Gospel, and caring for the persecuted.

#### B. Guidance Services

##### ***Advisory System:***

The Summit has an advisor/advisee system in which every student in the school has his/her own faculty advisor. During the advisory period, advisors meet with their group for discussion, guidance, planning or group activities, or they meet one-to-one with an advisee. This system provides a structured yet informal opportunity for student and faculty interaction. The advisors will closely monitor the academic and non-academic activities of their students and act, when necessary, to aid, encourage or support the advisee. Advisors will call home to introduce themselves early to their advisee's parents and will act as a liaison between the school and the parents with regard to the advisee's progress.

The Advisor-Advisee relationship is built on sensitivity, empathy, and a desire to listen. Advisors will meet with each advisee regularly. Conversely, students should seek out their Advisor with any social, academic, or personal problems. It should be remembered that this is not professional counseling. If there is a more serious problem, the Division Director, Counselor, and perhaps others, will become involved.

##### ***School Counselors:***

The Middle School counselors are available for personal and academic counseling and some standardized testing.

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### **C. HEALTH SERVICES:**

#### ***The School Nurse:***

The school nurse is available to aid students who are ill and to oversee the distribution of **all** medication. Students who are ill are to report to the Middle School Clinic after receiving permission from the classroom teacher. The student is to return immediately to his/her assigned class after having seen the nurse. If the nurse is not available, the student should see the school administrative assistant for further instructions.

#### ***Prescription and Non-Prescription Medicine:***

All medications, whether prescribed or over-the-counter, must be given to the school nurse as soon as a student arrives at school. All prescription medication must be in the original container and dispensed to the student as prescribed by physician and written consent of the parent. Over-the-counter medication for the student will be dispensed with written consent of the parent and physician and must be given to the school nurse in the original container.

### **D. Sports**

The Summit offers a variety of interscholastic sports' opportunities for both boys and girls beginning in the Seventh Grade. The following are offered for the Seventh and Eighth Grade boys: football, basketball, soccer, track, wrestling, golf, lacrosse, and tennis; for the Seventh and Eighth Grade girls: field hockey, soccer, basketball, volleyball, track, golf, lacrosse, and tennis.

Participation by students will be encouraged while each team focuses on achieving the very best results which its talent and schedule permit. Every team will stress quality participation in the athletic contests for each team member who has successfully maintained team attendance, practice, training, and work guidelines. Playing time may not be equal, but the goal of the coach is to play all team members. Game situations may dictate that every player does not get to play in a particular game. By promoting sportsmanship at all levels, the athletic program reinforces a sound value structure, instills pride, and enhances each student's self image.

For students to be able to dress for, or compete in, an athletic event/practice, they must be in attendance by noon on that day (unless advance permission to do otherwise has been granted).

Athletic handbooks have been developed by The Summit and approved by the Board of Trustees to support The Summit's Athletic Program and serve as guides for athletes, parents, and coaches. The Summit is a member of the Ohio Athletic Association and abides by all rules and regulations of the Association including academic eligibility standards.

Athletic uniforms will be issued to each team member for the appropriate season and collected at the end of that season. Students will wear the team uniforms for games only, treat them always with respect, and conduct themselves in practices and games as proud representatives of the school.

Students must remain in the presence of the supervising adult. No student is to wander the campus unsupervised at any time

### **E. Extra-Curricular Activities and Field Trips**

The school fosters a flexible program of departmental, hobby, and service clubs, and students are encouraged to become involved in these. Students participating in activities before or after school must remain with the chaperone of that activity. **Students participating in such activities, whether during school hours or not, are expected to follow the same code of conduct required at school.**

### **F. The Theatre Program for Grades 5 - 8**

The theatre program stresses performance excellence while trying to include as many students as possible. Because of space limitations backstage or role limitations as dictated by the play, it is not always possible to cast everyone. Ultimately, casting is a subjective decision made by the director, shaped by his or her vision of the production and the script. Decisions are final. If it would be devastating to your child to be rejected for a part, it would be best to counsel them not to audition.

Excellent productions require responsible participation from each student. This includes prompt attendance at all rehearsals, a personal discussion with the director if the actor needs to be excused from practice, learning lines in a timely fashion, and a quiet, disciplined demeanor backstage while waiting to appear on stage.

For students to be able to dress for, practice, or participate in a theater performance, they must be in attendance by noon on that day (unless advance permission to do otherwise has been granted).

### **G. Parties**

#### ***Birthday/Special Occasion Parties:***

Food should be brought into school only on limited special occasions, such as the day before Christmas vacation and birthdays, and **must be pre-approved** by the class advisor or Director.

Birthday celebrations may be held during advisement with the children of that advisement group, and the food should be limited to a small snack. The student wishing to celebrate a birthday should obtain permission from the advisor at least one day before the birthday.

Due to the number of students with food allergies, please consult with your child's advisor before sending ***any*** group snacks to school.

Advisement Lunches are to be limited to once per grading period at the discretion of the Advisor.

## **H. National Junior Honor Society Criteria**

The Summit Country Day Chapter of the National Junior Honor Society was formed to honor those students who demonstrate outstanding scholarship, character, service, and citizenship.

Selection to the National Junior Honor Society is a privilege, not a right. Students do not apply for membership in the NJHS; instead, they provide information to be used by a selection committee in determining whether or not a candidate is admitted to the National Junior Honor Society (to support their candidacy) for membership.

The purpose of the National Junior Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of American secondary schools.

### ***Requirements for Membership:***

First and foremost, in order to be considered for membership in The Summit Chapter of the National Junior Honor Society, one must currently be an 8th grade Summit Student in Good Standing. This is a student who is not currently on Academic or Disciplinary Probation, nor has been on any such probation within the year prior to consideration for induction into the NJHS.

#### **1. Service:**

8th grade students must present documented evidence of eighteen (18) service hours by **Tuesday, November 8, 2011**. All service hours must be verified in writing by the persons or associations in receipt of the service.

Service credit will be granted for work with the poor, the community at large, time devoted to Confirmation, and service performed with The Middle School Service Club. No credit will be granted for service to parents, aunts, uncles, and grandparents or in the workplace of parents and relatives. Credit will not be granted for projects completed during the school day.

Newly enrolled 8th grade students will be eligible for consideration provided they have met the academic standards at the end of the first quarter of the 8th grade year. The service hour requirement must be met by **Tuesday, November 8, 2011**.

Newly enrolled 8<sup>th</sup> grade students who are previously initiated members of the NJHS will be accepted for transfer provided the academic requirement is met at the end of the first quarter.

#### **2. Scholarship:**

A student must have a cumulative grade point average of A- (10.5) or higher for all 4 quarters of work attempted in the 7th grade and the first quarter of the 8th grade, prior to the academic quarter in which the induction ceremony is held. Students who meet this requirement will be notified by the Director and provided a Student Activity Information Form.

This form must be completed by the candidate and submitted **on time**.

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### 3. Citizenship:

It is expected that candidates for admission to the NJHS will be model school citizens.

**A student, who receives two or more detentions prior to the induction date for inappropriate attitudes or disrespect for others, may not be admitted.**

A student who has **one or more detentions** for a major infraction of school policy **shall be disqualified**. Major infractions of school policy is defined as use of alcohol, drugs and tobacco, cheating, having weapons at school, stealing, vandalism, truancy, cutting class, computer ethics violations, or any other major violation of school policy.

#### **Character:**

Character is exemplified through cheerfulness, friendliness, honesty, reliability, courtesy, concern, and respect for others. A student who demonstrates inappropriate attitudes in school or school-related events shall be referred to the administration for evaluation and counseling.

**A student, who receives two or more detentions prior to the induction date for inappropriate attitudes or disrespect for others, may not be admitted.**

A student who has **one or more detentions** for a major infraction of school policy **shall be disqualified**. Major infractions of school policy is defined as use of alcohol, drugs and tobacco, cheating, having weapons at school, stealing, vandalism, truancy, cutting class, computer ethics violations, or any other major violation of school policy.

### ***Procedures for Admission***

The selection procedure has been determined by the Faculty Council and is consistent with the rules and regulations of the National Junior Honor Society.

1. To be eligible for membership, the candidate must be an 8th grade student. Students entering The Summit during their 8th grade year may be admitted to NJHS if they meet the academic requirements of The Summit
2. The academic records will be reviewed to determine those persons who are scholastically eligible for membership. Candidates must have a cumulative average of A- (10.5) or higher for all four quarters of work attempted in the 7th grade and the first quarter of the 8th grade. Candidates will be notified after final grades have been submitted for the first quarter.
3. Students who meet the academic eligibility requirement will be informed that for further consideration for selection to the chapter, they may complete the Student Activity Information Form, outlining their accomplishments in the areas of service, leadership, citizenship and character.
4. The Student Activity Information Form will be reviewed by the Faculty Council, along with any verifiable information about each candidate. The leadership, service, citizenship and character of all candidates will be reviewed carefully. Candidates receiving a majority vote of the Faculty Council shall be inducted into the chapter.

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5. Selected candidates and their parents will be notified in writing about the selection and the date and time of the induction ceremony.

Candidates and parents of candidates who are not selected will be notified at the same time as selected candidates.

Non-selected students and/or their parents may ask for further explanation of the selection process. Since the chapter advisor is closest to the selection process, it is this individual who is best prepared to provide immediate feedback.

Should students or parents still not be satisfied, the next level of discussion should take place with the Middle School Director. Following such discussions, if the Director believes that some kind of technical or procedural error has been made, the Director may ask the Faculty Council to reconvene to review the situation.
6. The National Council shall not review the judgment of the Faculty Council regarding selection of individual members to The Summit chapter.
7. Selected candidates will be required to formally accept the invitation for membership and attendance at the induction ceremony.

### ***Procedures for Dismissal***

The procedure for dismissal has been determined by the Faculty Council in compliance with the rules and regulations of the National Junior Honor Society.

1. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency, except that in case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
2. The Faculty Council shall consider dismissal when an individual exceeds two warnings.
3. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.
4. For purposes of dismissal, a majority vote of the Faculty Council is required.

If a member is dismissed, written notice of the decision shall be sent to the member, his or her parents and the Middle School Director.
5. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals at The Summit.
6. The National Council shall hear no appeals in dismissal cases.

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## Section III

### Campus Personnel

#### **A. Administration**

Head of School	Mr. Rich Wilson
Director	Mr. Mike Johnson
School Counselor	Mr. Michael Fee, Mrs. Kendra Thornton
Campus Minister	Fr. Philip Seher

#### **B. Administrative Staff**

Head of School's Secretary	Ms. Rosemary Caraway
Middle School Administrative Assistant	Mrs. Pat Wilhelmy
Receptionist	Ms. Emily Jolly
School Nurses	Mrs. Kate Wenzel, Mrs. Diane Judy
School Psychologist	Mr. John Ortman

#### **C. Athletics**

Athletic Director	Mr. Greg Dennis
Assistant Athletic Director	Ms. Beth Simmons
Middle School Athletic Coordinator	Mrs. Pat Wilhelmy

#### **D. Faculty**

Rosie Alway	Richard Hoyt	Barb Sander
Kim Ashcraft	Alyson Iannitti-Mardin	Mark Schmidt
Bruce Bowdon	Patti Kenney	Yngrid Thurston
Cammie Corder-Nelson, Librarian	Kristin Lovell	Debbie Toth
Lawrence Dean	Theresa Merrill	Carolyn Varick
Brenda DeFavero	Ioana Moneta	Anne Vertuca
Michael DiPaola	Sarah Nowlin	Karen Wagner, Librarian
Pat Hayes	Katia Palek	Kyle Wirthwine
Penny Herr	Joy Parker	Paula Yarnell
	Megan Rademacher	Jamie Zupka

### Summary of Whom to See for What

<b>Absence &amp; Tardiness</b>	Mrs. Pat Wilhelmy
<b>Admission to The Summit</b>	Mrs. Kelley Schiess
<b>Athletic Equipment, Schedules, etc.</b>	Mr. Greg Dennis
<b>Bus Service</b>	Mrs. Jean Geier
<b>Computer Program</b>	Mr. Ken Uckotter
<b>Counseling</b>	Mr. Michael Fee
<b>Educational Testing</b>	Mr. Michael Fee
<b>Fund Raising - Development</b>	Mrs. Beth Jantsch
<b>Health Forms, Illness</b>	Mrs. Kate Wenzel, R.N.
<b>Parent Conferences</b>	Mrs. Pat Wilhelmy
<b>Report Cards</b>	Mrs. Pat Wilhelmy
<b>Student Records &amp; Transcripts</b>	Mrs. Pat Wilhelmy