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# 2024 GENERAL POLICIES & PROCEDURES



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# 2024 General Policies & Procedures

## Refund/Cancellation Policy

- Notice of canceled camps (due to insufficient enrollment) will be sent to the email provided during registration. All camps canceled by Summit Schools will be refunded in full.
- NO REFUNDS will be issued after May 17, 2024, but a credit will be allotted to the family's account to be used during Summit's 2024 summer camps.
- Waitlists are held until enough registrations have been collected to open an additional section(s) and staffing has been secured.

## General Camp Information

- Drop-off: 8:20a-8:30a and 12:20p-12:30p
- Please begin by turning north on Cavalier St NE. Follow the curve and turn left onto Regal Ave. A Summit staff member will be assisting campers out of their vehicles near the playground gate. If there is not a staff member present to assist your child into the school, you must accompany them to the door. Please do not leave until your child is with a Summit staff member.
- As cars in front of you leave, please pull ahead to make room for more cars behind you.
- Street parking is also available on Regent St. Parents using the Regent St. entrance must accompany their child(ren) to the door.
- Children should plan to arrive no earlier than 10 minutes before their camp begins. If you have medications for your child, you must bring them to the office on the first day. There will be staff members to help campers find their classrooms on the first day and there will be signs up to help them find their way.

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- Please do not stop in front of, or turn around in any of the neighboring driveways at any time. Your cooperation in helping us be good neighbors is greatly appreciated.
- Pick-up: AM Camps - 11:30-11:40 & Full Day Camps 3:30-3:40. Please begin turning north on Cavalier St NE. Follow the curve and turn left onto Regal Ave. A Summit staff member will be assisting campers into their vehicles near the playground gate. After picking up your camper, continue down Regal Ave. Do NOT turn around in the nearby driveways, as it disrupts the flow of traffic.
- Drivers wishing to leave their vehicles, must park in the parking lot or down the street from the school.
- All campers should be picked up promptly after camp. If someone other than yourself is picking up your child, please let the office know prior to the pick-up time. Please notify the office with their name, phone number and relationship to your child. We will not release your child to someone else without your permission.
- For the safety of your children and staff, the building is locked. If you need to enter the building, you will have to park in the parking lot. Then ring the doorbell and a Summit staff member will let you in.

## Lunch & Snacks

**Campers who are registered for a full day of camp, will need to bring a cold lunch.** Their lunches need to be something that can be kept in a sack or cooler bag. Campers will not be allowed to put their lunches in the refrigerator or use the microwave. Campers will also need to bring their own **snacks** and a **water bottle**. There will be a snack break in the morning and a snack break in the afternoon.

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## Outdoor Readiness for Weather & Activities

Campers need to be prepared to be outdoors. **Please send sunscreen with your child.** Campers should wear comfortable clothing and keep in mind the temperature changes for each day. If your students are in an art or science camp, please send them in clothing that you don't mind getting messy. I would strongly urge your children to bring a **paint shirt or apron.**

## Toys & Electronics

We ask that **students leave personal belongings at home**, including but not limited to toys, cell phones, handheld games and other electronic devices. No outside toys will be allowed during breaks or lunch times. In the event that your student needs to bring a cell phone, we ask that it be turned off and used only for emergency purposes with a supervising adult's permission. Summit is not responsible for lost, stolen or damaged items.

## Age Requirements

Students must be at **least 5 years of age before their first day at camps** and **all students must be potty-trained.** We apologize, but because of DHS requirements, we cannot allow students who are still using diapers and/or pull-ups to attend summer camps. Students who do not meet these requirements will be unable to attend further 2024 summer camps and no refunds will be issued for the camps that they cannot attend.

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## Photo Policy

Summit Schools staff and management reserve the right to take photographs of students participating in school programs and events to produce promotional literature (newsletter, programs, brochures, catalogs, etc.) or to educate the public on the activities and programs offered at and/or through the school. No compensation will be awarded to students or their families for the use of such photographs.

## Field Trips

Campers may accompany their teachers for walking trips to Noelridge Park or Kool Moo.

## Summit T-Shirts

Summit t-shirts are provided for campers on the first day of camp for families who registered by May 17th. There is no guarantee for campers who registered after the cutoff date. Only a small amount of extras will be ordered.

## Network & Internet Access

Students and staff may participate in online activities that support learning and teaching. We cannot control all of the information that is available on the internet and the school is not responsible for the quality and the content of that information. We trust our students and staff to know what is appropriate and inappropriate. If a student does not follow our usage policies, their privileges of using the network may be withdrawn.

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**Standards must be followed: Is it safe? Is it respectful? Is it appropriate?**

- At all times, your actions must take into account the rights of others.
- Respect the privacy of other networks.
- Inappropriate language or messages that violate the law or would be offensive to another person, are not to be used.
- The use of Summit Schools' network shall be for the exchange of information in order to facilitate a person's education and research needs.
- Software used at Summit Schools is limited to software owned by Summit Schools. It is against the law to copy other people's software. Any unlicensed software found on the network will be destroyed.
- Do not spread computer viruses. You may not download files without a teacher's approval.
- Users of Summit Schools' systems shall avoid congestion of the networks and interface with the work of other network users.
- Do not damage any networks or equipment, or systems forming part of a network. Do not break or misuse the computer equipment.
- The internet cannot be used to advertise to make money.
- NEVER give out personal information, such as your home address or telephone number. Also, NEVER agree to meet with anyone you know through the internet.
- Be familiar with these rules and how to use the internet before getting online. If you have any questions about these rules, please ask your teacher so you may understand.
- Be aware, copyright laws cover most material on the internet. If material is not marked as copy written, you should assume that it is copyrighted.
- Be aware that information accessed on the internet may not be factual.

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## Student Conduct & Disciplinary Policy

It is expected that students, at all times, will behave in accordance with the accepted practices of respect and responsibility for one's personal actions. Therefore, at Summit Schools students, families and staff should recognize their responsibility to respect the dignity of the individual and strive for an environment that promotes mutual respect. School staff members and families are encouraged to utilize appropriate resources to promote positive student conduct.

During registration families are asked to provide any necessary/appropriate information about their child's needs, including, but not limited to learning differences, IEPs, medical/issues/restrictions, etc. So that Summit may ascertain that our summer camp environment is a mutual fit for the child and the camp staff.

Summit reserves the right to contact families further for information, as well as limit a student's participation if our resources cannot effectively meet the child's needs. Summit also reserves the right to discontinue enrollment without refund at any time if families knowingly do not disclose accurate information and/or withhold information that would be necessary for Summit's evaluation of our summer camp environment being a mutual fit for the child and the summer camp staff.

Standards for student conduct and safety are designed to assure continuity of teaching and learning without disruption, protection of the school community and the insurance of the rights and welfare of all parties concerned. However, it is recognized that from time to time students may use poor judgment with regard to their behavior.

On those occasions the school exercises what it considers to be prudent disciplinary action, consistent with the offense, in order not to condone the misbehavior or jeopardize the integrity of the school. With this in mind, the school follows an orderly set of guidelines. It should be noted that the disciplinary action will be reasonable and realistic, yet not tailored to personal schedules of students or their families.

The following general guidelines constitute the Standards for students:

- Respect yourself and others.
- Respect school and personal property and the property of others.

Students are responsible for damages that they cause to the school, personal property and the property of others resulting from the act. The students and their parent(s) or legal guardian will be responsible for repairs or replacement costs of damages.

If a student fails to follow the Standards, the school is obligated to respond, and actions including those described below, may be taken. The following are Disciplinary Response Guidelines:

1. Verbal Warning - an incident of minor student misconduct may result in a redirection of behavior by a staff member.
2. Student Concern Notification - a written communication between the family and school, as well as documentation of those concerns. The form will be managed in a way that is age appropriate for the individual student. Families are responsible for discussing, completing and returning the form by the return date stated on the form.
3. Disciplinary Probation - a formal expression by the school that the students' actions have placed his or her continued attendance at school in jeopardy. A conference is held with the Summer Camp Director, parent(s), and if deemed appropriate by the Director, the teacher. A letter is also placed in the student's file outlining the terms of the probation.

4. Suspension - suspension from school can result from a serious breach of conduct. The length of the suspension will range in duration depending on the severity of the infraction.
5. Expulsion - a student may be expelled from Summit's Summer Camps for serious misconduct or for violating a school rule while on disciplinary probation. A student can be expelled or dismissed by the school without first receiving a warning, student notification or disciplinary probation for serious misconduct. Families are not subject to reimbursement in the event of an expulsion.

**Classroom Rules**

Students and teachers will establish classroom rules at the beginning of each camp.

**Weapons**

Any object that could be or is used to injure or threaten another person may be considered a weapon. Weapons shall be confiscated from persons who bring them onto school property or to school sponsored activities. The parent(s) of the student found to possess an object that has been determined by the staff person to be a weapon will be notified of the incident. The student could be subject to the disciplinary action of expulsion.

A student bringing a firearm on school property or to a school sponsored activity, or knowingly possessing a firearm on school property or at a school-sponsored activity shall be expelled. For purposes of this portion of the policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler, or silencer for such weapon, or any explosive, incendiary or poison gas. The staff, administration and Board of Trustees shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis.

Weapons under the control of law enforcement officials shall be exempt from the policy. The staff or administration may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the administration to develop administrative regulation for the implementation of this policy.

**Harassment**

Harassment on the basis of the student's race, color, religion, nationality, origin, age, sex, marital status or parental status will not be tolerated in the school. School includes school facilities, school premises, vehicles being used for school transportation, and non-school property if the student is at any school sponsored, school approved or related activity.

Sexual harassment shall include, but not be limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose of effect of unreasonably interfering with a student's educational opportunities or creating an intimidating, hostile, or offensive environment.

Examples of harassment include, but may not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean individuals or groups.

Students who believe that they have suffered harassment should report such matters to staff or administrators. Any matters involving complaints of discrimination or harassment shall remain confidential to the extent that is reasonably possible. Summit Schools will take action to halt all harassment. A student whose behavior is found to be a violation of the regulation will be subject to disciplinary action, including suspension or expulsion.

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## Use Of Reasonable Force

Corporal Punishment: Corporal punishment is defined as the intentional physical punishment of a student. No staff member shall inflict corporal punishment upon a student. A staff member's physical contact with the body of a student is justified if it is reasonable and necessary under the circumstances and is not designed nor intended to cause pain.

Any staff member may, within the scope of their employment, use and apply such force as is reasonable and necessary:

1. For self-defense.
2. To protect the safety of another person.
3. To restrain a student from self-inflicted injury.
4. To stop a fight between students.
5. For the protection of property.
6. To obtain possession of weapons or other dangerous objects upon the person or with the control of a student.
7. To use reasonable force in other circumstances as defined in 704.1 of the Code of Iowa. Code of Iowa 704.1 Reasonable Force

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat. Reasonable force, including deadly force, may be used even if an alternative course of action is available, if the alternative entails a risk to the life or safety, or the life or safety of a third party, or requires one to abandon or retreat from one's dwelling or place of business or employment.