



# Summit

Learning Center

HOUSTON PUBLIC SCHOOLS

## 2023-2024 Student/Parent Handbook

### Staff

Mr. Mangan, Principal  
Mr. Hungerholt, Teacher  
Mr. Carrier, Teacher  
Ms. Muller, Paraprofessional

### District Vision

Leading in Learning

### District Mission

Discover, develop, and achieve the potential within all learners.

### District Core Values

Maximum Student Achievement  
Safe, Welcoming & Innovative Learning Environment  
Efficient and Effective Operations  
Parent Involvement and Community Partnerships

**507.896.5323 (option 6)**

**Fax: 507.896.3452**

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## **Overview**

This handbook is intended to promote consistent and fair treatment of all students in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations. To the best of our knowledge this handbook complies with our local governing school board and the policies of the Minnesota Department of Education. For a more complete listing of Houston Public Schools' policies and procedures, you may contact the District Office at 306 W. Elm Street, Houston, MN, 55943.

## **Program Mission Statement**

The mission of the Summit Learning Center is to provide a positive alternative learning environment, tailored to the individual needs of at-risk students, where they may achieve academic success and positive personal growth.

## **Belief Statement**

- \*Individual student's needs vary greatly
- \*Students have different styles of learning
- \*Some students need flexible scheduling
- \*Students need to learn to make choices for themselves
- \*Learning is life-long
- \*Instruction needs to be individualized
- \*Time is a resource we provide

## **Expectations**

It is our goal that students maintain "satisfactory progress" in all subject areas. We understand that "satisfactory progress" is, and should be, an individualized benchmark for each student. If performance should drop below this standard, the Summit Learning Center's staff will inform the student, and strategies to promote success will be discussed. If "satisfactory progress" is not achieved from these strategies, a team meeting with the student, the student's parents or guardian and the Summit staff will be scheduled to discuss other interventions and possible referral back to their resident district.

## **Requirements of the Teaching Staff**

1. Attendance will be taken during each block of the day.
2. Call each home of absent students by 10:00 A.M. each day to inform parents their student is absent.
3. Credit for student participation will be given each day to students who appropriately participate in class. This credit will be 20 percent of the grade. Teachers design their own grading system, but it must include this participation factor.
4. Each student will be given an information sheet the first week of class explaining the course requirements and grading system used for that class.
5. Foremost, provide an interesting and challenging learning environment.

## **Requirements of the School Administration**

1. Provide a safe learning environment for all students.
2. Keep student attendance and academic records.

## **Free and Reduced Meals (FARM) Family Benefit**

Why should you complete and submit the FARM application?

- Students of families who qualify for reduced-price school meals will receive free lunches and breakfasts.
- All kindergarten students qualify for free breakfasts.
- Families qualifying for free lunches save over \$400 per high school student and over \$380 per elementary student every year.
- For each student qualifying for free and reduced meals, the school receives up to an extra \$2000 in state and federal funding for general purposes.
- In addition, each qualifying student also brings in even greater funding for math and reading education as well as additional funding for technology resources.
- Information regarding family income is kept **strictly confidential** and is only used for the purposes of state reporting.
- The application is available from the school's website or from any of the school offices.

## **District Phone System**

**507-896-5323**

Choose one of the phone options to reach the desired school or office:

- 1 - High School Office
- 2 - Elementary School and Community Educ.
- 3 - Minnesota Virtual Academy, K-8
- 4 - Minnesota Virtual Academy High School, 9-12
- 5 - District Office
- 6 - Summit Learning Center**
- 7 – Preschool
- 8 – *Not in use*
- 0 – Staff Directory (3:30pm--8:00am)

## **School District Website**

***www.houston.k12.mn.us***

Families have the ability to access a wealth of information from Houston Public Schools' website. Users may link to any of the district's schools, including Summit Learning Center. There are many links under the Summit heading. It is a good place to find out information regarding Summit, its staff and its programs.

## Summit Learning Center Daily Schedule

8:30 a.m. – 9:00 a.m.	Academic Resource Time (A.R.T)
9:00 a.m. – 10:15 a.m.	<b>Block #1</b>
10:15 a.m. – 10:30 a.m.	Break
10:30 a.m. – 11:55 a.m.	<b>Block #2</b>
11:55 a.m. – 12:30 p.m.	<b>Lunch</b>
12:30 p.m. – 1:45 p.m.	<b>Block #3</b>
1:45 p.m. – 2:00 p.m.	Break
2:00 p.m. – 2:55 p.m.	<b>Block #4</b>
3:00 p.m. – 3:18 p.m.	Academic Resource Time (A.R.T)

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### Two-hour Late Start

NA	Academic Resource Time (A.R.T)
NA	<b>Block #1</b>
NA	Break
10:30 a.m. – 11:55 a.m.	<b>Block #2</b>
11:55 a.m. – 12:30 p.m.	<b>Lunch</b>
12:30 p.m. – 1:45 p.m.	<b>Block #3</b>
1:45 p.m. – 2:00 p.m.	Break
2:00 p.m. – 2:55 p.m.	<b>Block #4</b>
3:00 p.m. – 3:18 p.m.	Academic Resource Time (A.R.T)

**Breaks are earned, they are not a privilege!**

# 2023-2024 SLC School Calendar

August 24  
August 28-August 31  
August 30

New Teacher In-service  
HHS Teacher In-service  
Back To School Night

## 1<sup>st</sup> Quarter

September 5  
October 18  
October 19-20  
November 3  
November 6

First Day of School  
Professional Development - **No School**  
Fall Break – **No School**  
End of First Quarter  
Professional Development - **No School**

## 2<sup>nd</sup> Quarter

November 7  
November  
November 22-23-24  
December 22-January 1, 2024  
January 2  
January 15  
January 19  
January 22

Second Quarter Begins  
Parent/Teacher/Student Conferences  
Thanksgiving Break – **No School**  
Christmas Break - **No School**  
School resumes  
Martin Luther King Day - **No School**  
End of Second Quarter  
Professional Development - **No School**

## 3<sup>rd</sup> Quarter

January 23  
February 16  
February 19  
March  
March 27  
March 28 - April 1

Third Quarter Begins  
Professional Development - **No School**  
President's Day - **No School**  
Parent/Teacher/Student Conferences  
End of Third Quarter  
Spring Break

## 4<sup>th</sup> Quarter

April 2  
April 3  
April 26  
May 27  
May 30  
May 31  
May 31

Professional Development - **No School**  
Fourth Quarter Begins  
Professional Development - **No School**  
Memorial Day – **No School**  
Early Dismissal - Last Day of School  
Professional Development - **No School**  
Graduation

For additional and up-to-date calendar information please visit the district website at  
[www.houston.k12.tx.us](http://www.houston.k12.tx.us)

## Attendance

**If a student will be absent, parents are required to call the Summit Learning Center before 9 a.m. of that school day. Lack of notification by parent may result in an unexcused absence. Work missed during an excused absence must be made up for credit to be granted.**

Any student leaving the Center without permission will be considered unexcused. If a student should have two unexcused absences in one quarter, contact will be made with the student's parent/guardian to review the school's attendance policy, discuss possible interventions, and place the student on a contract for success.

## Absences

As required by state law, students shall be in attendance each day that school is in session. The authority to decide whether an absent student is excused or unexcused rests with the building principal. If the absence was for an appointment, a verification note from the provider must be presented to the school office. Absences will fall under the following three (3) categories.

### 1. Exempt

Examples: school activity, bereavement, physician's note advising student not to be in school, religious observance

### 2. Excused

Examples: doctor appointment, dentist/orthodontist appointment, court, family vacation \*(not to exceed 5 days for the school year), hunting \*(not to exceed 3 days for the school year), college visit \*(up to two days for juniors and seniors only), illness (if more than 3 consecutive days a doctor's note may be required), ISS, OSS

**\*Pre-arranged absences must be arranged at least three days in advance.**

The procedure is:

- 1) Parent notifies Summit Learning Center of the reason for the pre-arranged absence.
- 2) School approved the absence.
- 3) Student receives and fills out a pre-arranged absence form and has all his/her teachers sign the form.
- 4) The form is returned to the office.

Failure to complete this process will result in the absence being unexcused.

### 3. Unexcused

Students will not receive credit for work missed during an unexcused absence. These absences are inappropriate and insubordinate and will be treated with consequences for misbehavior. Unexcused absences occur when a student chooses to be absent from school without the approval of the school. Examples include oversleeping, hair appointments, tanning sessions, car trouble, work, removal from class, job interview, visiting relatives/friends, helping at home, sleeping in class, missed the bus, shopping, staying home to care for a family member, inadequate or inappropriate clothing, planned absences which are not pre-approved by the school. Consequences may include, but are not limited to, detention, in school suspension or out of school suspension.

**Attendance/Citizenship/Task Management**

Students will be required to make up their time for unexcused absences. This time will be tracked on a per hour basis. If a student does not make up their time by the end of the quarter, they will be docked 1% for each hour they owe in each class they have taken that quarter. For example if they pass 6 classes with a 77%, but owe 20 hours, those classes grades will drop to a 57%, a failing grade.

The attendance policy of District 294 is based on the following concepts:

1. Something of educational value is taught in every class each class period of every day.
2. Something of educational value can be learned in each class by each student every day.
3. If a student misses a class, he/she will miss a learning experience, which cannot be made up without being part of the entire class.
4. Attendance, citizenship, and task-management are directly related to real world success.
5. Credit will be given to each student for each class he/she attends.

**Tardiness**

Students are expected to arrive at the Center by 9 a.m. unless the student is part of an Independent Study Program. Students arriving after 9 a.m. will be reported as tardy and will need to make up the time missed. A tardy turns to an unexcused absence if the student arrives after 10 a.m. in the morning and after 1:30 a.m. in the afternoon.

**Truancy**

Truancy is defined as being absent without the knowledge or consent of parent or guardian and/or approval of school administration.

1. Any student absent for three or more class periods on three or more days without an excuse will be considered a continuing truant. For SLC, this means being gone for more than 55 minutes on any given day without a valid excuse.
2. Parents will be notified, and the Houston County Attorney may also be contacted
3. Students who are truant for seven or more class periods on seven different days during the school year will be referred to the Houston County Attorney for habitual truancy.

**Behavior**

Acts of misbehavior will not be tolerated. These may include, but are not limited to: willful obstruction of the learning rights of others, failure to follow directions from staff, faculty or administration, use of profanity.

Acts of insubordination will result in suspension. Penalty to be determined by the director/principal.

If any student is physically abusive with a staff member a 5-day out of school suspension will result. The student will not be allowed to return to school without a parent conference to discuss the occurrence.



## **Classroom Performance**

Students must show progress towards course completion. Students who show no progress will not receive credit for that course. If the majority of the students learning plan shows no progress, that student will be dismissed from the program, until the student decides to re-enroll and achieve.

Students' progress will be assessed periodically and the outcome will determine if the student will be allowed to stay in the program or the privileges they will receive.

Summit Learning Center reserves the right to refer a student back to his/her resident school district if it is determined that the Center is not the appropriate placement for that student.

## **Cell Phones**

Cell phones will be turned in every morning and every afternoon after lunch. If a student meets their three-week goal before the end of the three weeks they can earn their phone back. Cell phones will be confiscated by the staff and turned in to the office if a student violates this policy. This policy is in place to minimize distractions for all students in the school.

## **Cheating**

Students involved with cheating will receive zero credit for that assignment or assessment. Students will not be permitted retakes on these activities. Cheating is defined as "Academic dishonesty<sup>1</sup> or academic misconduct, [which] is any type of cheating that occurs in relation to a formal academic exercise. It can include

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgement.
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others."

<sup>1</sup> *Definition of Academic Dishonesty attributed to Berkeley City College, Berkeley, California*

## **College Visits**

Students must pre-arrange college visits at least 24 hours in advance with the Summit staff. Juniors and seniors are allowed two school excused college visit per year.

## **Counseling**

A certified school counselor is available to the students of the Summit Learning Center. Students needing personal help, or college and career planning or testing, may receive help by scheduling an appointment.

## **Data Privacy**

The Summit Learning Center shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with the written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:

1. When school officials have a legitimate educational interest in the student's records.
2. When student records are forwarded to other schools or post secondary education institutions to which the student transfers, applies for admission, or enrolls.
3. When the student's records are in connection with financial aid for which the student has applied or received.
4. When it is used for educational research, with the permission of the Superintendent. Researchers may review records and report information that does not identify individual students.
5. When federal, state and/or local authorities are granted information specifically required by law.

## **Distribution of Non-School Sponsored Materials on School Property**

Any non-school sponsored material to be distributed on school property must be shown to the principal for review. All such material must be consistent with Board Policy 505. Copies of this policy may be obtained in the high school office.

## **Eighteen-year-old Students**

As a student in a public school, school rules and regulations requiring parental involvement take precedence over the rights of the 18-year-old student.

## **Electronic Equipment**

No student shall intentionally cause damage to any electronic equipment including hardware and software. This includes, but is not limited to the following acts:

1. Removing or exchanging any hardware or software components from any electronic system.
2. Deleting, renaming, moving, copying, or changing any file or its properties, other than their personally owned files.
3. Violating copyright laws by duplicating software.
4. Installing, copying, or knowingly infecting a system with a "virus" program.
5. Center computers shall not be used as music listening devices.

## **E-Mail/Computer Files**

All e-mail and computer files that are sent, received, created, and/or loaded on the school's computers are the property of the school district. School authorities may conduct inspection of e-mail/computer files if there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

## **Field Trips**

Field trips are an extension of the classroom experience. All school policies and procedures are still in effect.

## **Grading**

The staff of the Summit Learning Center will provide progress grade reports every three weeks to better inform all parties involved regarding academic progress. Grades are determined by the student's individual efforts. Student programming may be adjusted to meet the student's individual learning plan.

## **Graduation Requirements**

A minimum of 48 academic credits earned in grades nine-twelve (9-12) is required to graduate. Included in the minimum 48 credits, students must have the following senior high credits:

- 1 credit in Careers
- 8 credits in Language Arts
  - Including English 9, English 10-Composition, English 10-Speech, American Literature, additional Literature, and additional Composition
- 6 Credits in Social Studies
  - Including World History, Government, U.S. History, World Geography, and Citizenship
- 1 credit in Economics
- 6 credits in Mathematics
  - Including Algebra and two math credits beyond
- 3 credits in P.E. and Health
- 6 credits in Science
  - Including Physical Science-9, Biology-10, and Chemistry or Physics
- 2 credits in Fine Arts
- 15 elective credits

Students must also meet testing requirements as determined by the Minnesota Department of Education. It is the students' and parents' responsibility to make sure the student is meeting the graduation requirements. Students must take 12 credits of classes per year.

### **Certificate of Attendance**

Students who do not meet local requirements for the high school diploma may be granted a certificate of attendance upon completion of the secondary school period.

Requirements for this certificate require that the student have:

1. Been in regular attendance in 9th, 10th, 11th, and 12th grade years,
2. Been enrolled in at least six subjects each year, and
3. Completed not less than 40 credits successfully.

*Graduation programs will denote that the student earned a Certificate of Attendance.*

## **Harassment, Violence, and Hazing**

The Center prohibits any form of religious, racial or sexual harassment, violence, or hazing. A copy of the complete policies (#413 and #526) and complaint forms may be obtained from the director, District Office, or school district website.

## **Health and Screening Programs**

Each year volunteers conduct routine screenings for student vision and hearing. Students in 7<sup>th</sup> and 10<sup>th</sup> grade are screened for vision. Students in 8<sup>th</sup> and 11<sup>th</sup> grade are

screened for hearing. The school nurse will perform any needed rescreens and make necessary referrals for medical follow-up to parents. The nurse will personally complete screenings on children who have known hearing loss and have had hearing screens recommended by the audiologist. Parents will be notified of any increased hearing loss. Vision, hearing, and scoliosis screenings at any grade level can occur at any time of the school year at the request of a parent/guardian or teacher. If you do not wish your child to participate in the screening programs, please submit a note to the school nurse indicating your decision.

## **High School Rules and Policies**

Summit is an Alternative Learning Program (ALP) to Houston High School. All expectations and policies apply. Students that are in Houston High School for any reason, including dual-enrolled students taking classes or athletics, shall follow the policies and procedures of the high school.

## **Immunizations**

In accordance with the Minnesota School Immunization Law, students may not enroll or remain in school without having provided documentation of immunization against certain vaccine preventable diseases. All students are to be in compliance on the first day of entry into school. Proof of immunization must be provided upon entry for the following: Diphtheria-Tetanus-Pertussis (at least three doses including a booster at age 11-12); Polio (at least three doses); MMR (two doses); Hepatitis B (three doses); Meningococcal (one dose at age 11-12); and Varicella (two doses, unless had chickenpox). Parents may file a medical exemption signed by a health care provider or a conscientious exemption signed by the parent/guardian and notarized. Contact the school nurse for a copy of the form.

## **Independent Study**

Any student who fails to meet the requirements of Independent Study will be placed back into traditional SLC class hours or referred back to his/her resident district/school.

## **Medication and Drugs**

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

No Summit Learning Center student shall knowingly possess, handle, use, transport, or be under the influence of any controlled substance or possess paraphernalia on any school property or off school property at any school function. This includes having a controlled substance in their vehicle (Policy 419).

It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor or anyone designated by law to prescribe said drug.

Any persons under age 18 using/possessing tobacco products while off school property and outside the 300 foot boundary of the school are subject to all city ordinances/state laws relative to tobacco use and/or possession.

### ***Chemical Assessment***

Secondary students who violate certain rules regarding alcohol and chemicals may opt to have a lesser consequence if the student obtains a chemical assessment and adheres to the assessment recommendation. Assessment will be at the expense of the

student's parent(s) or guardian(s) or the adult student, if age 18 or older. A release form must be signed by the student and student's parent(s) or guardian(s) to share appropriate information with the school district.

### ***Medications***

#### ***• Prescription Medications:***

Prescription medications can be taken at school with the following requirements:

1. Medication must be brought to school by the parent in the original pharmacy-labeled container.
2. Parent must submit a completed "School Medication/Procedure Form" each school year signed by both the parent and physician.
3. Medication must be kept in the office and administered by school personnel unless there is a written agreement between the school district, the parent, and the physician. Medications are not provided by the school district.
4. Students may possess and use asthma inhalers and epinephrine injectors after forms are completed and student meets with the school nurse.

#### ***• Non-prescription Medications:***

Non-prescription medications will be administered at school with the following requirements:

1. Medication must be brought to school by the parent in the original container.
1. Parent must submit a completed "School Medication/Procedure Form" each year signed by the parent.
2. Medication must be kept in the office and administered by school personnel unless there is a written agreement between the school district and the parent.
4. Medication dosage will not exceed the amount recommended on the manufacturer's label.

#### ***• Non-prescription Pain Medications:***

Students are allowed to possess and use non-prescription pain medication (acetaminophen, naproxen, ketoprofen and ibuprofen) if the parent and student have completed the "Self-Administration on Non-Prescription Pain Medication for Secondary Students Form". Medication must be kept in the original labeled container.

It is the parent's responsibility to retrieve unused medications from the school. Any unused medications will be disposed of upon the written request of the parent or at the end of the school year.

### **Notice of Non-Discrimination**

Houston Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mary Morem, Superintendent  
306 W. Elm Street, Houston, MN 55943  
507-896-5323, option 5

**For further information on the Notice of Non-Discrimination**

Visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

## **Notice of Section 504 Rights of Students and Parents**

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator:

District Section 504 Coordinator:

Tina Barness  
306 W. Elm St., Houston, MN 55943  
Office Phone: 507-896-5323, opt 3

Alternate 504 Coordinator:

Crystal Sobotta  
306 W. Elm St., Houston, MN 55943  
Office Phone: 507-896-5323, opt 1

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the

- identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
  13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
  14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
  15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34CFR 104.36.
  16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights by mail, phone, or email at:

**Office for Civil Rights, Chicago Office**  
U.S. Department of Education Citigroup Center  
500 W. Madison Street, Suite 1475 • Chicago, IL 60661-4511  
Phone: 301-730-1560  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **Notice of Title IX Rights of Students and Parents**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance.

Title IX states:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

District Title IX Coordinator:

Mary Morem, Superintendent  
306 W. Elm St., Houston, MN 55943  
507-896-5323, opt 5

Alternate Title IX Coordinator:

Tina Barness  
306 W. Elm St., Houston, MN 55943  
507-896-5323, opt 3

## **Parking and School Entrance**

Students shall enter the building on the north end of the building and immediately enter Summit Learning Center rooms. These doors will be open until 9:00am. Students shall park in the front of the school in the East Campus parking lot. Drivers are expected to obey normal traffic laws and behavior. The parking lots are off-limits to students during the school day unless approved by staff.

## **Personal Property, Lockers, and Storage Cubes**

### **Lockers are available for student use.**

School lockers/storage cubes (cubbies) are the property of the school district. School authorities may conduct inspection of the interior of lockers/cubes at any time, without notice, without student consent, and without a search warrant. The student's personal possessions within a school locker/cube may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. A copy of the complete school district policy (Policy 502) may be obtained from the school district website or district office.

## **Pledge of Allegiance**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. A copy of the complete school district policy (Policy 531) may be obtained from the school district website or district office.

## **Post-Secondary Enrollment Option (PSEO)**

Eligible students in grades 10-12 may have the opportunity to attend a post-secondary school either full or part time. Interested students should contact the counselor for further information.

## **Removal from Class**

The Summit Learning Center staff has the responsibility of maintaining a positive learning environment. Classroom staff will attempt to modify disruptive behavior by using such means as verbal reminders, one-on-one discussion with student, physical adaptation of the classroom, positive reinforcement, and discussions with the student's parent or guardian, before removing a student from class. Removal from class means any action taken by staff and administration that prohibits a student from attending a class period.

Grounds for removal include, but are not limited to:

1. Willful conduct which disrupts the rights of others to an education or the right to teach.
2. Willful conduct that endangers school personnel, the student, other students, or the property of the school.
3. Willful disrespect toward Summit Learning Center staff or other students.

If a student is removed from class, the following policy shall be adhered to:

*Removal for remainder of class/remainder of day/short-term suspension:*

1. Notify student of reason for removal, as part of a student conference.
2. Notify parent/guardian of school's actions in a timely manner.
3. Schedule a parent/student/staff conference (optional).

*Removal for more than remainder of the day, but less than 15 days:*

1. Notify student of reason for removal in writing, as part of a student conference.
2. Notify parent/guardian of school's actions in a timely manner.
3. Provide student with copy of "Pupil Fair Dismissal Act."
4. A certified letter must be mailed to the parent/guardian with a copy of the "Pupil Fair Dismissal Act" stating time, date, charge, and specific acts that support the suspension. Procedures for re-admission to school should also be included.

Summit Learning Center reserves the right to refer a student back to his/her resident school district if it is determined that the Center is not the appropriate placement for that student.



## **School Closings**

In the event of school closings, these radio stations will be notified: WIZM (1410 AM; 93.3 FM), WKTY (580 AM), KAGE (1380 AM; 95.3 FM), KFIL (103.1 FM), AND KQYB (98.3 FM).

**In the event that school is two hours late, Summit start time will be 10:30 a.m.**

## **Student Dress**

Each student has the right to determine personal dress for school within guidelines as determined by school administration. Dress that promotes the use of illegal substances, (Ex. alcohol, tobacco, drugs, etc.) obscene or vulgar statements or pictures, (This includes suggestive “double meanings”) profane or discriminatory statements or pictures, or gang affiliations are not appropriate in a school setting. Clothing styles should not reveal undergarments or excessive amounts of skin, including but not limited to, short-shorts, skimpy tank tops, tops that expose the midriff, cut off shirts with sleeves lower than a normal shirt and other clothing that is not in keeping with community standards. Teachers may require that students remove their hats and hoods. Footwear is required to be worn at all times. Clothes should allow students to perform routine tasks throughout the day. Approach school fashion with modesty and civility first.

## **Search Policy**

The Summit Learning Center staff has the right to search any student's purse, backpack, coat, clothing, or person when evidence and reasonable suspicion indicates a student may possess items that are detrimental to the health, safety and welfare of themselves or others, or are illegal, stolen or disruptive to the educational process. Items include, but are not limited to: drugs of any type (legal or prescription), tobacco in any form, alcohol, weapons, pagers, cell phones and laser pointers. Administration reserves the right to bring drug-sniffing canines into school at any time to check the premises. Any illegal items will be confiscated and turned over to appropriate law enforcement.

## **Student Visitors**

Students are not allowed to bring visitors to school with them. Student visitors may make an appointment with a Summit Learning Center teacher.

## **Suspension, Out-of-School**

Out-of-School Suspension is action taken by the school administration to prohibit a student from attending school for a period of no more than 10 school days. A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon the following school day. If a suspension is longer than five days, the suspending administrator shall provide the superintendent or designee with a reason for the suspension. A student who is on out-of-school suspension may not be in the school, on school or district property, or attend school or district activities during the period of suspension. If a student's total days of removal from school exceed 10 cumulative days in a school year, the district shall make reasonable attempts to convene meeting with the student and the student's parent or guardian prior to removing the student from school, and with the permission of the parent or guardian, arrange for a mental health screening for the student. The school district will not pay for the assessment unless it is part of an assessment for special education purposes. The purpose of the meeting is to attempt to determine the student's need for assessment, other services, or whether the parent or

guardian should have the student assessed to determine whether the student needs treatment for mental health disorders.

## Telephones

No student shall use a personal phone during class time without his or her instructor's permission. School phones are available to make calls to parents or guardians.

## Textbooks and Other School-Owned Materials

Students are responsible for the school owned material they have been assigned. The school will charge an appropriate fee for books, workbooks, or school-owned materials that are lost, stolen, damaged, or destroyed.

## Transportation

Riding a school bus is a privilege, not a right. To help ensure the safety of students, transportation employees, and other motorists, students are expected to abide by all student behavior rules outlined in board policy (#709) and reviewed in this handbook, and by the additional transportation safety rules reviewed in the following chart. In addition, while riding in a district vehicle, in accordance with state law, students shall not transport gasoline, animals, or any other dangerous or objectionable objects, except for animals specifically trained to assist people who are blind or have other disabilities. Students who violate these or other district policies and regulations while riding in a district vehicle or at a school bus stop will be disciplined in accordance with School Policy. Violation of the behavior rules may result in denial of transportation privileges in addition to the consequences listed.

The bus driver is responsible for maintaining appropriate student behavior on the bus and is authorized to assign students to specific seats. The driver will report students who violate the rules to the student's school principal or the Transportation Director.

If a student's transportation privileges are denied because of the student's misbehavior, the student's parent(s) or guardian(s) will be responsible for transporting the student to and from school. Student behavior policies will be adjusted – as required by federal and state laws and regulations – for special education students who have individual education plans {IEPs}.

Video cameras are used on some school buses, and students may be videotaped. The use of video cameras is intended to decrease student misbehavior and allow safe bus operation for students, drivers, and other motorists. Students are expected to not engage in the following activities in district vehicles:

<b>Not Remaining Seated</b> when the bus is in motion (as required by Minnesota Statute 169.447), including not keeping hands, arms, legs and head inside the bus.	*	1-day bus suspension	3-day bus suspension	5-day bus suspension
<b>Tampering With Emergency or Safety Equipment</b> —Unauthor	1-day bus suspension	3-day bus suspension	5-day bus suspension	Expulsion from bus

ized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches, or crossing/patrol flags.				
<b>Throwing, Shooting or Spraying of Objects or Propellants</b> —Throwing or shooting any items inside a bus, from outside to inside or from inside to outside a bus. Any spraying of propellants such as cologne, paint, etc. while on the bus.	*	3-day bus suspension	5-day bus suspension	Expulsion from bus
<b>Improper Boarding or Departing</b> —Getting on or off the bus in a manner which could cause injury to self or others	*	1-day bus suspension	3-day bus suspension	5-day bus suspension

### **Weapons and Dangerous Instruments**

A student who brings a weapon to school or in the school zone shall be expelled for a period of one year. The director, under appropriate circumstance, may recommend and the Board may impose a lesser penalty. Violations will be referred to law enforcement criminal justice authorities. Any object used for a non-intended purpose may be considered a weapon at the discretion of the director.

### **Valuables**

Students are reminded to take reasonable care of their possessions. Students should leave valuables with a Summit staff member. The school is not responsible for items lost or stolen. **Lockers are available for student use.**



# Houston

Public Schools

LEADING IN LEARNING



## DISTRICT MISSION:

DISCOVER, DEVELOP AND ACHIEVE THE POTENTIAL WITHIN ALL LEARNERS



### Statement of Understanding

I have read and understand the material contained in the Summit Learning Center Student Handbook.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this page to the  
Summit Learning Center

**Working together to provide  
Educational Opportunities!**