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SUMMIT ACADEMY

Parent Handbook



2019-20



150 Stahl Road, Getzville, NY 14068

Dear Summit Academy Parents/Guardians,

Welcome to Summit Academy! We are delighted to share our days with you and your child and look forward to a productive school year.



Please accept this Parent Handbook as a “go to” spot to answer questions regarding general information, policies, health updates, and special events. We hope that it serves as a valuable resource throughout the school year. Your child’s teacher will work with you to establish a system for on-going communication with your child’s team throughout the year. Parent communication is essential for establishing teamwork.

I am joined by Steve Verstraete, Director of Behavioral Support Services, in providing the ongoing daily leadership for Summit Academy. In addition to our leadership, Summit has an Academy Planning Leadership Team that includes: Unit Directors, Educational Coordinators, Clinical Coordinators (for the Speech, Occupational Therapy, Physical Therapy and Behavior departments) and a Coordinator of the Early Autism Program. As we enjoy this journey together, please know that the leadership team is always available to answer questions and/or concerns.

Summit is committed to a team approach as we provide the care and services for each student’s educational journey. In this regard, YOU are an important factor to their success! The team supporting your child includes administrative leadership, teachers, teacher assistants, classroom aides, speech and language pathologists, occupational therapists, physical therapists, behavior support, and many more. The orchestration of these services is guided by your child’s Individual Education Plan (IEP).

In addition to the education your child receives from Summit Academy, many other services and supports are available to you through The Summit Center’s Behavioral Health, Community, and Adult Divisions. Information about these services can be found on Summit’s website at www.TheSummitCenter.org.

Again, welcome to Summit. Together, we make the difference!

Warmly,

Susan Whittaker

Susan Whittaker, Ed.D, SBL
Summit Academy Principal

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ABOUT SUMMIT ACADEMY

Summit Academy, a program of The Summit Center, provides year-round specialized educational and related therapeutic services to students (ages 3 – 21) with autism and other developmental, behavioral and communication challenges.

Founded in 1973 by Nancy Harris as The Language Development Program, Summit Academy has grown significantly from its very humble beginnings. Originally serving four students - including her own son - in Mrs. Harris's home kitchen, Summit Academy now serves nearly 350 students with a staff of more than 500 professionals at two locations: Summit Central, 150 Stahl Road, Getzville; and, Summit Creekside, 165 Creekside Drive, Amherst. Summit Central houses our pre-school through early teens, while Summit Creekside is exclusive to our older school population where a vocational curriculum content is maintained. When your child reaches their pre-teen years, Summit begins the long process of planning for adulthood.

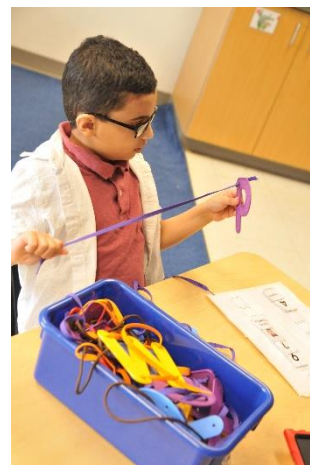
The National Association of Special Education Teachers (NASSET) designated Summit Academy a "School of Excellence" for the past three years. The recognition is bestowed on qualified, licensed, private special education schools throughout the United States, that meet rigorous professional criteria and have demonstrated "truly exceptional dedication, commitment and achievement in the field of special education" according to NASSET.

Summit Academy provides a highly-positive, nurturing environment using evidence-based teaching methods to help ensure positive results and continuing progress for your child. We look forward to working with you and welcome you to our school!

How We Teach: About ABA

Summit Academy is committed to helping all students reach their full potential through instruction that is evidence based and developmentally appropriate. Our teachers are passionate about your child learning and growing in a positive, supportive classroom and are well trained to use the principles of applied behavior analysis (ABA) to help your child learn. Teaching based on the principles of ABA has been shown to be the most effective way to help children and young adults learn to communicate, to become more independent in daily living and self-help skills, and to learn academic skills and social skills. This research lays the foundation for the education we provide. Summit Academy is the only school in Western New York committed to this evidence-based instruction.

Instruction based on the principles of ABA begins with discovering a student's strengths and preferences in order to build upon what the student



can already do and likes to do. Teachers then work with families to determine skills that the student is ready to learn and that will help them become more independent and successful. Skills are broken down into small, teachable parts. Teachers provide instruction on each part of the skill until the student can independently complete the entire skill. Along the way, supports are provided in the form of prompts (verbal or physical cues that show the student what to do) and the student's strengths are built upon. We celebrate success with positive reinforcement. Positive reinforcement is the cornerstone of our instruction and includes letting a student know they are on the right track by using verbal praise, access to fun activities or preferred items, and other positive consequences. Teachers monitor progress toward achieving goals through daily data collection. Changes to instruction occur daily, depending on your child's progress, in order to truly individualize instruction. Through collaboration with parents and the use of evidence-based instruction we help your child reach their potential

What We Teach: About Our Curriculum

While the *way* we teach is critical, *what* we teach is also extremely important to the success of our students. Summit Academy's curriculum allows for each child to have a fully individualized and comprehensive curriculum. Our curriculum, called SummitUP™, has been developed by a team of professionals in the fields of Education, Psychology, Applied Behavior Analysis, Speech/Language Pathology, Occupational Therapy, and Physical Therapy. The SummitUP Curriculum addresses all areas of development including: Academics, Adaptive Skills, Communication, Community Skills, Daily Routines, Daily Living Skills, Motor Skills, Self Help, Social Skills, and for our older students, Vocational Skills. Each student is assessed using a curriculum-based, developmentally-referenced assessment to determine the skills they already have and those they are ready to learn. As new skills are learned, each student progresses individually through the curriculum at their own pace. Teaching staff provide opportunities for students to practice newly-learned skills during individual instruction, small- and large-group instruction, and in the "real world." Our curriculum is integrated into web-based software system that allows teachers to track progress with each skill in different settings using electronic data collection that can go wherever the teacher and students go. As skills are mastered, new ones are added to a student's curriculum to maximize the skills gained each year.

Transitioning to Adulthood

Summit provides transition support to students as they look toward their future. The transition process begins when a student reaches age 13 and prepares for their new placement at our Creekside location. At that time, discussion includes the vision and goals of students for post-graduation (i.e., independent living, continuing education, employment). At some point, during the transition process, your child will move from Summit Central to our 165 Creekside location. At Creekside, students follow an individual schedule that replicates a traditional high school. Schedules focus on independence within life skills, career exploration, and/or work-based learning. Specific goals target the transition plan and continue to build upon academic, social, and motor skills. As parents, you will work closely with the multi-disciplinary team to annually assess, develop goals, and provide

opportunities for your child to successfully transition into adult programs, post-graduation. As your child approaches graduation, we will work closely with you to secure an adult placement (i.e., supported employment, community pre-vocation, and/or day habilitation program) that is most appropriate for your child's skill set and abilities.

Guardianship

Establishing guardianship is an important step as your child becomes an adult and Summit's team is here to help you through the process. In the eyes of the law, even a person with a significant developmental, cognitive, or mental health disability is legally permitted to make decisions on his or her own behalf at the age 18. The only way parents can continue making decisions for their child is to become their legal guardian.

"Families need to keep in mind that guardianship is not the same as serving as a substitute parent. A guardian is an individual that is truly person-centered and focused on the needs of the individual with disabilities. They will not be required to provide parental types of support."

Guardianship is a court-ordered arrangement in which one person is given the legal authority to make decisions on behalf of another person whom a court has deemed to be "incapacitated." The guardian's decision-making authority extends to all areas specified by the court.

Limited Guardian: A limited guardian makes decisions in only some specific areas, such as medical care. Limited guardianship may be appropriate if the person with a disability can make some decisions on their own.

General Guardian: A general guardian has broad control and decision-making authority over the individual. General guardianship may be appropriate if the person has a significant intellectual disability or mental illness and, as a result, is unable to meaningfully participate in important decisions that affect them.

Deciding Whether Guardianship is Necessary

For parents, the decision to seek guardianship can be difficult. You need to protect your child, but there may be some areas where they can make sound decisions. Fortunately, legal guardianship is not an "all or nothing" proposition. It is possible to carve out some areas where your child can retain important decision-making rights and control of their own life.

When considering how much authority you need—and how much independence your child should retain—you should begin with an assessment of the different areas in which your child may need your assistance. These areas may include: medical, educational, financial, vocational/adult services, living arrangements, legal, self-care, safety, and communication. For each area, assess whether your child can do the following:

Medical:

- Seek medical care when they are sick or injured
- Weigh the risks and benefits of any particular medical procedure that is being proposed

- Understand the need for routine medical care
- Understand that even if a medical procedure is painful or unpleasant, it may still be necessary
- Assess whether a particular medication is desirable, even though it may have unpleasant side effects
- Provide accurate information about their medical condition
- Follow medical advice

Education:

- Grasp the essentials of their learning problems and understand the services needed to learn effectively
- Advocate for themselves to obtain necessary education services

Finances:

- Understand money basics, including the purpose of money, how to count money, and how to make change
- Safeguard their money so that it is not lost or stolen
- Budget money so that some funds are available to pay expenses at the end of the month

Vocational/Adult Services:

- Apply for services from OPWDD, the Dept. of Disability Services, Dept. of Mental Health or other agency that serves people with disabilities
- Access necessary services and supports such as job training, employment support, or a day habilitation program
- Negotiate with the agency overseeing their care to obtain the best possible services

Living Arrangements:

- Provide for their own physical care and well-being such as purchasing proper food, clothing, and shelter
- Live harmoniously in a group setting, respecting others' needs for quiet, privacy, and cleanliness

Legal and Decision-Making:

- Understand the implications of signing documents
- Make sound decisions in important areas such as living arrangements, school, and work

Self-Care and Safety:

- Have personal safety skills, such as staying out of dangerous areas, not talking to strangers, and keeping doors locked
- Know how to summon help in an emergency such as a fire or accident
- Have basic safety skills such as being careful around fires, stoves, candles, etc.

Communication:

- Communicate effectively (verbally or by other means)
- Understand that they have choices and be able to express them

Even if your child needs help with any of the above items, you should also consider whether they could be assisted by any means short of guardianship. For example, sometimes a person who needs help to make medical decisions can appoint a health care agent to act on his or her behalf. A person who receives government benefits such as Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) can have a representative payee manage them.

If you have questions about Guardianship, your first step should be to contact your child's Care Manager. (Source: Autism Speaks)

RELATED SERVICES:

Related services are provided based on Individual Education Plan (IEP) mandates and are provided in individual or group sessions or as a consultation service. In some circumstances, individual related services are provided with the goal of fading them over time.

Occupational Therapy

Occupational therapists work with students using a variety of service delivery models including individual service, group service, and consultation, as specified on the student's IEP. Services are provided during the natural routines of the school day, and in settings such as the classroom, cafeteria, or playground, depending on the individual needs of the student.

The goal of occupational therapy services is to help students participate fully in school activities, including academics, play and leisure, social participation, self-care skills, home management skills, and transition and work skills. Occupational therapists perform both formal and informal assessments to determine a student's strengths and needs. They develop an intervention plan to target barriers and maximize strengths to help students succeed in the school setting. Occupational therapists support participation through adapting activities, adapting environments, or addressing underlying skills deficits in areas such as fine motor or sensory motor skills.

Occupational therapy can look quite different, depending on the individual student's needs. The goal is to promote participation through:

- Adapting activities and environments so students can participate. For example, modifying a student's locker so that it is easier to open.
- Collaborating with school personnel. For example, collaborating with the classroom teacher to determine the best way to teach handwriting skills.
- Increasing independence in daily living skills. For example, using a spoon or putting on a coat.
- Preparing for transition by increasing independence with basic home management skills, such as preparing a simple meal.
- Supporting transition toward employment by working on prevocational or hygiene skills.
- Increasing participation in play or leisure skills.

- Recommending assistive technology to increase participation. For example, modifying student seating or providing adaptive spoons or forks.
- Addressing fine motor, gross motor, or sensory motor skills that impact participation. For example: providing a hand strengthening program to target weak muscles or promoting calming skills.

If you have questions regarding occupational therapy services at Summit Academy, please contact Suzanne Tuberdyke, Clinical Coordinator of OT/PT/APE department, at 629-3400 Ext. 1783.

Physical Therapy

Physical therapy services are provided at Summit Academy for students who have physical deficits that affect their ability to receive their educational programming. Physical therapy at Summit is provided by a highly qualified licensed physical therapist or certified physical therapy assistant. The PT/PTA is a member of the educational team and works closely with the classroom teacher, teacher assistant, classroom aide, OT, SLP, adapted physical education teacher, nurse, and administrator to develop the best plan of care for the student to reach their educational goals.

The goal of physical therapy in the school environment is to optimize a student's participation during their school day. A school-based physical therapist is not just looking at participation in the classroom. The school environment includes areas outside of the classroom, and you will often find physical therapy services being provided in locations such as the gym, playground, cafeteria, hallway, and fitness room. Physical therapy is delivered in a variety of methods such as individually, in a group, and as a consult.



If you have questions regarding physical therapy services at Summit Academy, please contact Jillian Beang, Clinical Coordinator of OT/PT/APE department, at 629-3438.

Preschool Motor Activity

New York State does not mandate that preschool students have physical education built into their school day. At Summit Academy, we recognize the importance of giving our preschool students the opportunity to engage in daily physical activity as a break from academics and to support a healthy lifestyle. Our preschool classrooms have time scheduled during each day where they have the opportunity for child-initiated movement. Depending on the day, children will have time to go to the gym, gross motor room, outdoor playfield, or on the playground. In addition, many of our preschool teachers incorporate activities such as dancing and yoga as movement breaks into the day as well!

If you have any questions regarding the physical activity that your preschool child is getting during their school day, please contact, Mary Belile, Unit Director, at 629-3472.

Speech-Language Pathology

The Speech-Language Pathology program at Summit Academy is full of a variety of professionals including licensed & certified Speech-Language Pathologists, Teachers of Students with Speech & Language Disabilities, and a Teacher of the Deaf. Each professional brings their own unique perspective and talents to the table to help our students grow, access their curriculum and communicate as successfully as possible. The program is co- led by the Clinical Coordinator of Speech & Language and the Educational Coordinator of Speech and Language who both strive try to provide a strong and support environment for our students and therapists. The program is also equipped with a Clinical Fellow Supervisor, an Augmentative and Alternative Communication (AAC) Supervisor and two department mentors.

Speech-Language professionals formally and informally address and monitor the areas of receptive language, expressive language, speech production, oral motor/swallowing, fluency, voice, and pragmatic skills. In the early stages of communication development, our therapists focus on helping our students understand the basics of a communicative exchange. Throughout our students' time here, our therapists work to provide them with a successful mode of communication and continuously monitor each student's individual needs and progress. Our therapists consult with other related service professionals and our classroom teams in order to ensure each student is successfully accessing their curriculum, generalizing their communication skills and making gains towards identified goals. As our students grow, we work on increasing independence and focus on functional skills that will increase success post-graduation. Services are provided in individual sessions, group sessions and through consult services.

Adapted Physical Education (APE)

Adapted Physical Education is carefully designed for students with a disability. Activities are modified to address individual needs for students with gross motor developmental delays. Adapted physical education provides the learner the skills necessary for a lifetime of rich leisure, recreation and sport experiences to enhance physical fitness and wellness. All school-age students at Summit Academy participate in adapted physical education.



Our APE program includes:

1. Assessment and Instruction by qualified personnel

APE teachers are prepared to provide physical education instruction to students and gather data. Assessments are conducted regularly to monitor skill levels and progress.

2. Curriculum designed to meet the needs of all students at Summit

Each month is assigned a unit of activities that our students participate in. These units are designed to address a wide variety of gross motor skills and

patterns. Activities are broken down further to work on individual skills and components that can be brought together for more successful group games and activities. Many of our units are transferred out into a community setting for recreational opportunities.

3. Teaching and learning skills in a variety of settings

There are traditional gymnasiums at both our Summit Central location and Summit Creekside location. Most of the APE instruction occurs in the gymnasiums. However, the APE teachers at Summit aim to teach our students motor skills that will assist in their participation across different environments. At Summit, you will find APE classes conducted in our fitness rooms, the playground, the outdoor field, the YMCA swimming pool, and in the classrooms.



4. Special events to highlight student successes and accomplishments

Throughout the year the Summit Academy APE department will host events for students to participate in and generalize the skills they have learned. Some of those events may include:



- Gymnastics Field Trips
- Bowling Field Trips
- Football, Hockey, Basketball & Softball Tournaments
- Field Days

ENRICHMENT OPPORTUNITIES:

Creative Arts:

Summit Academy's Creative Arts curriculum is an enrichment component of our overall educational program, which focuses on helping our students become as independent as possible. The Creative Arts program provides our students with experiences in: music, movement and theatre, painting, sculpting and photography. In addition, some older and younger students participate in specialized creative arts electives based on prerequisite skills, including: art, music, piano, guitar, bell choir, and Reader's Theatre.

Library/Media Center:

With regular visits to the Summit Media Center, our students are introduced to a variety of books and leisure materials. Preschool and school-age classes visit for a fun read-aloud and then explore all the library has to offer! While looking for their favorite books, students also learn to generalize positive classroom behavior into a new environment. Students develop library skills such as taking care of

books, independently choosing and finding a book and using library cards. Our older students explore how a library can enrich their leisure time both at home and at school.

Special Events are planned throughout the year to support literacy and a love of books:

- Readers' Theater collaboration with Creative Arts- Year round
- Read for the Record - October
- Barnes and Noble Book Fair - November
- Darien Lake Read for the Record - January
- Scholastic Book Fair - February. This five-day event is the highlight of our Media Center year!
- Dr. Seuss/Guest Reader Day - March (staff and others in Summit community visit classrooms and read classroom favorites.)
- Collaborative events with Creative Arts -Summer

ADDITIONAL PROGRAMS AND SERVICES

With a staff of more than 600 professionals and expertise in autism treatment, The Summit Center is Western New York's leading non-profit provider of *evidence-based* educational, behavioral health, adult and family support services to more than 2,300 individuals with developmental, social and behavioral challenges. We offer more than 30 programs through our four main divisions: Early Intervention & Education, Behavioral Health, Community, and Adult.

In addition to Summit Academy, our programs and services include: diagnostic evaluations, Early Autism Program, consulting to school districts, Behavioral Pediatrics Clinic, Pediatric Feeding Clinic, Parent Training, a range of individual and family support programs and services, respite programs, vocational and employment services, and a day habilitation program for adults.

To learn more about the eligibility criteria or for information about our programs and services, visit our website at www.TheSummitCenter.org or call us at 716-629-3400.

ALLERGIES

The risk of accidental exposure of cross-contamination is always present in school, particularly for students with food allergies. The school setting is a high-risk environment for accidental exposure to, and ingestion of, a food allergen due to the presence of a large number of students, unanticipated actions of students and adults, and cross-contamination of tables, furniture, manipulatives and other surfaces.

Summit Academy will use reasonable care to monitor Summit Academy areas and activities.

As such, Summit Academy is an "Allergy Sensitive" school. Policies and procedures are in place to ensure the safety of our students and ensure that students with life threatening allergies are protected. Our school does not serve peanut butter in the cafeteria as a food option. Similarly, all

recipes created within our classrooms will NOT include peanut butter. **IN AN EFFORT TO SECURE THE MOST COMMON LIFE THREATENING ALLERGY, PLEASE DO NOT SEND PEANUT BUTTER IN YOUR CHILD'S LUNCH.** Any students with feeding issues and diets that include peanut butter will be reviewed on a case by case basis.

What will you see in an 'Allergy Sensitive' school?

- Appropriate signage to alert staff and students that we are an "Allergy Sensitive" school
- Training for ALL staff on allergy safety
- Signage inside and outside of classrooms where students have life threatening allergies
- Allergy alert labels on student casebooks alerting staff of an allergy
- "Red" table in the cafeteria for students with allergies only as well as the use of red trays
- Monthly updates, at faculty meetings, regarding allergies
- Lesson plans, for all students with allergies, to teach them to be advocates for their own allergies...including an allergy alert card
- Emergency cards in classrooms, normally blue, will be "red" for students with allergies. These cards are brought to the cafeteria, daily
- Field trip backpacks for students with allergies that include: a red plastic tablecloth and/or red placemats, wipes, red bio-bags to separate allergy student lunches, emergency cards, an epi-pen and other medications as required per individual student
- Red allergy bracelets worn by students during the school day
- Allergy alerts on our central attendance system, per individual student

The Allergy Committee, including nursing, cafeteria, administrative staff, after-school staff, Discovery Kids staff and parent representation, meets regularly to ensure that we maintain the appropriate safety requirements. Summit Academy requires a doctor's note *with specific instructions* if your child's allergy may require specific medical intervention during the school day. ***If there is any change in your child's medical information, including allergies, please inform us immediately.***

ARRIVAL/DISMISSAL

Stahl Road and Creekside *arrival time is 8:45 - 9 a.m.* Doors will not open until 8:45 a.m. Parents will not be allowed in the building, nor will they be allowed to leave their child at the building, before that time. Please drop off your child no later than 9 a.m. *Dismissal time is 2:45 - 3 p.m.* Please pick up your child no later than 3 p.m. **During bussing, we ask that you use the appropriate marked crossing when dropping off and/or picking up your child.**

There may be times when you will be called to pick up your child outside of the normal dismissal time, such as if your child is ill during the school day, or if your child is behaving in a manner that would make it unsafe for them to ride the bus. You are responsible for picking up your child as soon as possible during these times or having an emergency contact available to transport your child. All

families must provide at least 2 working phone numbers for emergency contacts who are able to transport their child.

If you are dropping off your child after their scheduled lunch, please ensure that he or she has eaten prior to arrival.

On half-days, dismissal time is 11:30. Please do not arrive before that time to pick up your child.

Early pick-up or late arrival

If you are *picking up* your child early, please report to the Reception Desk where you will be asked to produce photo identification and fill out a release form. If you attempt to enter at any other door, Summit staff will direct you to the Main entrance. These measures will help ensure the safety and security of the students in our building.

If a child is to be released from school at any time to anyone other than his/her parent, you must send a written note to your child's teacher. We CANNOT release a child to anyone other than the custodial parent without the custodial parent's written permission.

Summit Academy-Stahl Road

- Preschool: Enter the parking lot off Stahl Road and park in the designated area near the Discovery Kids entrance. Enter the building at the playground doors (door #3). Use the phone in the vestibule to call your child's classroom. A classroom team member will take your child to his/her classroom.
- School-Age: Enter the Stahl Road parking lot and park near the main entrance. For your safety, please use the designated cross walk during busing hours. Bring your child to the Reception Desk. A team member will take your child to his/her classroom.

Summit Academy – Creekside

Bring your child to the Reception Desk. A classroom team member will be called to take your child to his/her classroom. A team member will take your child to his/her classroom.

ATTENDANCE

New York State Education Law requires that students attend school every day it is in session unless they are legally excused. Regular school attendance and punctuality are essential for a child to make continuous progress. Parents can help their child succeed by ensuring attendance except when illness or extreme family emergencies occur.

In the event of absence, please call the Health Office (Stahl Road: 629-3460; Creekside: 810-7705). A written excuse is necessary when a student returns to school. In some cases of illness or injury, a

medical release will be required before your child can return to school. ***A written excuse must be received within one week or the absence will be considered unexcused (or illegal).***

Excused (legal) absences include:

- Personal Illness
- Illness or death in the family
- Medical appointments
- Religious observance
- Required court appearances
- Impassable roads or weather
- Late bus
- Approved programs or alternate schooling

The total number of your child's absences will appear on your child's progress report and will be sent to your district. Any student who arrives after 9:45 a.m. will be considered tardy. Any student who arrives at school after 11:30 a.m. will be considered absent for the day. A written excuse is required for any student who is tardy, as well as for any student departing early from school. Your child's school district will be notified if your child demonstrates a pattern of excessive absences.

BEHAVIOR MANAGEMENT STRATEGIES

At Summit Academy, we treat every student with respect. We focus on effective, proactive strategies to address behavioral concerns that interfere with or impede learning. All Summit Academy classrooms follow a Classroom Management Plan (CMP) which lists the rules or behaviors that are expected at school, including, but not limited to, keeping hands and feet to yourself, staying in your area, and using a quiet voice. Minor challenging behaviors are typically addressed by ignoring the behavior and/or redirecting the student to an appropriate activity, or by providing simple verbal reminders of rules and expectations that apply to the situation at hand.

If a challenging behavior develops that is not responsive to the CMP, our team (with parent involvement) will place a referral to the Committee on Preschool Special Education (CPSE) or Committee on Special Education (CSE) to complete a careful assessment of the problem called a Functional Behavioral Assessment, or FBA. From there, we will work to develop a plan to decrease your child's challenging behavior. Your participation throughout the process is very important to your child's success

Summit has developed a tiering model of support in order to ensure appropriate service levels are secured and communicated to parents and districts:

- Tier One Support: students are able to follow the Classroom Management Plans throughout the day and are not in need of an Individual Behavior Plan.

- Tier Two Support: students may have an Individual Behavior Plan to decrease challenging behaviors that occur throughout the day. Support is increased.
- Tier Three Support: students require an Individual Behavior Plan to support consistent and frequent challenging behaviors that may impact safety to themselves, peers and staff. Tier Three support is the highest level of support that Summit Academy offers. Parent Involvement is mandatory at this level and includes an initial Parent Teacher Conference to discuss:
 - Medical concerns
 - Response to intervention
 - Identifying barriers
 - Transition to adult programs
 - Levels of staff support
 - Community outings

If problem behaviors arise at home, please talk with your child's teacher to find out how we may be able to help. It's not unusual for challenging behaviors that happen at school to also happen at home. Consistent implementation of a plan between home and school will help speed your child's progress toward improved behavior.

CAMERAS IN THE CLASSROOM

Summit Academy classrooms are equipped with cameras that allow for video and audio monitoring and may record for internal purposes. The cameras are used for staff observations and training as well as security and parent observations. If you wish to schedule an observation of your child by camera, please contact the Unit Director.

CHILD PROTECTIVE SERVICES

Summit staff are required by New York State Law to report any suspicion of child abuse or neglect to the proper authorities. This does not mean the allegation has been proven, but that it is suspected. In some circumstances, Summit may notify you that a report has been made. Summit will fully cooperate with all Child Protective Service investigations.

CONCERNS ABOUT SERVICES

Summit Academy is committed to providing quality services to students that are responsive to their individual needs. Concerns regarding services often can be handled more satisfactorily through direct communication with those involved. If a parent/guardian has a concern or complaint regarding services received, they should first bring the issue of concern to the attention of the staff member

directly involved with the situation (such as the student's teacher or related service provider). If the matter is not successfully resolved at this level or if the parent/guardian does not feel comfortable informing the staff directly involved, the parent/guardian should bring the unresolved issue to the attention of their child's Unit Director. If the matter is still not successfully resolved at this level, the parent/guardian may bring the unresolved issue to the attention of the school Principal. The school principal will formally address the matter and set up a meeting with the parent/guardian, either in-person or by phone, within 5 business days.

CODE OF CONDUCT

Summit Academy is committed to providing a safe and orderly school environment where students may receive, and school personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other school personnel, parents and other visitors is essential to achieving this goal.

Summit's Code of Conduct meets the requirements outlined in The New York State Regulations of the Commissioner of Education part 200.7(b)(3). Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

The following is a summary of the Code of Conduct. (The complete code can be found on our website at www.TheSummitCenter.org.) A written copy can also be obtained upon request to the Principal. The Code of Conduct will be reviewed annually at the Summit Academy open house.

Essential partners in education

Parents - All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of the parents and the school community.
2. Provide Summit Academy officials with current working home, work and emergency telephone numbers so that schools may reach parents to discuss progress and other matters of concern.
3. Send their child to school ready to participate and learn (well rested and nourished).
4. Ensure their child attends school daily and on time.
5. Ensure absences are excused by proper documentation.
6. Ensure their child is neatly dressed and groomed in a manner consistent with the student dress code.
7. Know school rules and help their child understand them.
8. Convey to their child a supportive attitude toward education.
9. Build good relationships with classroom team members and other school personnel.
10. Work with school personnel to provide appropriate methods and support to help students control behavior.

11. Inform school officials of changes in the home situation that may affect student behavior or performance.
12. Communicate regularly with the classroom team regarding changes in their child's diet, medication and health.
13. Appropriately maintain Augmentative Communication Devices in the home and send to school fully-charged on a daily basis, (if applicable).

Student Rights and Responsibilities

Summit Academy is committed to safeguard the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all Summit Academy students have the right to:

1. a classroom that is conducive to learning.
2. be treated with respect and dignity by all school personnel.
3. competent instruction that addresses individualized student needs.
4. a clean, safe, well-maintained educational facility.
5. eat lunch during the day.
6. take part in appropriate school activities regardless of a disability diagnosis, race, color, creed, national origin, religion, gender, or sexual orientation
7. be regularly informed of student rules by school personnel.
8. participate, to the extent feasible, in investigations in which disciplinary penalties may be imposed.
9. a safe and supportive environment free from discrimination, intimidation, taunting, harassment and bullying on school property or at school functions.

Human Rights Committee

The Summit Center's Human Rights Committee (HRC) was established to help ensure the safety and well-being of our students. To that end, Summit Academy requires that all Behavioral Intervention Plans containing certain Personal Intervention Techniques (PIT's) be reviewed and approved by the HRC. Research proposals as well as policies and procedures that could be viewed as impacting student rights are also brought before the HRC.

Discipline of students with disabilities

Our staff is committed to treating every student effectively, and with respect. Our approach is to focus on proactive strategies to address behavioral concerns that interfere with or impede learning. Minor student behavior problems typically result in simple verbal reminders, such as a reminder to follow directions or finish their work. When behavior problems become frequent or more severe, the staff (with parent involvement) completes a careful assessment of the problem (called a Functional Behavioral Assessment), develops a plan to address the concern, and continually evaluates progress. The support plan includes strategies to prevent the behavior (such as keeping the student engaged), a plan to teach alternative or replacement behaviors (such as a way of communicating when he or she

needs help), a plan to reward the student for appropriate behavior, and the identification of a consistent consequence when the challenging behavior occurs. Despite our best efforts, there may be instances when students continue to violate the Code of Conduct and need to receive a disciplinary consequence. All disciplinary consequences will be reported to the student's school district and may lead to the need for a school district meeting. Students who are found to have violated Summit's Code of Conduct may be subject to the following consequences, either alone or in combination:

1. Oral warning
2. Written notification to parent
3. Restitution for stolen or vandalized property
4. Removal from classroom/educational area
5. Suspension from social, co-curricular or extracurricular activities
6. In-school suspension
7. Short-term (five consecutive days or less) suspension from school
8. Long-term (more than five consecutive days) suspension from school

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. ***Corporal punishment of any student by any Summit employee is strictly forbidden.***

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school functions, powers and duties, if that student has refused to refrain from further disruptive acts.

Suspension

If a student's behavior inhibits the safety of themselves, peers and/or staff members a suspension may occur. Suspensions are not regarded as "punishment" to a student but instead allow the team to re-group and analyze the behavior to determine safer methods in which to interact and intervene. A parent may be asked to come and pick up their child in order to maintain safety. A final decision for suspension will be made jointly by the Principal and the Director of Behavior Support.

CUSTODY INFORMATION

Summit Academy **must have** a copy of any current court ordered custody for your child. We CANNOT release a child to anyone other than the custodial parent without the custodial parent's written permission.

If there are significant changes in your child's home life, please share the information with your child's teacher and/or the principal. It is important that we strictly adhere to this policy to help ensure the safety of our students.

DRESS CODE

We take pride in the appearance of our students. We support the right of parents to exercise their responsibility in determining proper dress and grooming for their child. School clothing should be appropriate as to time, place, weather and not interfere with a child's safety or distract from learning.

Clothing

- In warm weather, tank tops straps must be at least 2" wide. (No spaghetti straps or strapless shirts).
- Shirts must overlap pants or be tucked into pants.
- Shorts and skirts must be no shorter than 5" above the knee.
- Clothing must not contain graphics or words/slogans that are suggestive, promote violence or are denigrating to others.
- Hats are not to be worn in the school building during school hours unless required for medical or religious purposes.

Shoes

- Students should wear non-skid, athletic or rubber-soled shoes to school. This type of footwear is required for safety reasons and for use during physical education or other gross motor activities. If other types of footwear are worn to school, we require that a pair of non-skid athletic shoes are either brought to or kept at school for students to change into daily.
- Backless shoes are **NOT** allowed (e.g. flip-flops, slip-ons).
- Boots or shoes with reinforced metal toes are prohibited for safety reasons. If a student's snow boots are reinforced in this manner, students will be required to change into an alternate approved type of footwear during the school day.

Changes of Clothing

- For students who may require a change in clothing, (e.g. toileting accidents) we ask that parents send in an additional set of clothing. All clothing should be clearly labeled with your child's name and classroom number.

Physical Education

- Students of middle and secondary school ages may be required to bring a T-shirt to school for use during physical education class. Please remember to label the T-shirt with the student's name.
- All students are required to wear non-skid athletic shoes in gym class.
- Please provide deodorant or other personal hygiene products your child may need or use.

E-ALERT SYSTEM

Summit's E-alert system allows you to receive text, phone, and/or email alerts about school closing information, emergency notifications, and other important announcements.

To sign up, visit our website at www.thesummitcenter.org. Click on "Summit Parents," go to the "Summit Academy Parents" page, click on "E-alert signup" and enter your information.

EMERGENCY RESPONSE TEAM

Summit Academy's Emergency Response Team (ERT) responds to life-threatening emergencies as "first responders" during the school day. Our top priority is keeping students safe while they are in school. The ERT is trained in CPR and AED for adults, children, and infants and First Aid. The ERT may also monitor special events, such as Tournaments and Field Day, in order to proactively ensure student safety.

Situations or conditions that may warrant an ERT call include:

- any major disaster in the visual area of a Summit site
- cardiac emergencies
- food poisoning
- multiple severe injuries
- excessive bleeding (more than the size of one hand) - EXCLUDING NOSE BLEEDS
- severe allergic reaction
- head, neck or back injury
- drowning or near drowning
- unconsciousness
- choking
- fractures
- sudden illness (stroke, diabetes)
- seizures in a child that does not typically have seizures
- prolonged seizures (> 2 minutes)
- burns and severe wounds

ERT staff, at their discretion, may choose to call 911 if the situation warrants and will make all attempts to get in touch with parents. If 911 is called, the 911 response team then takes charge of the situation and makes treatment decisions for the child.

FOOD SERVICE

A FREE meal program (breakfast and lunch) is available for all school-age and preschool students at our Stahl Road and Creekside locations. Each year Summit is required to submit the names, addresses and districts of all students in order to qualify for the FREE meal program. This program is not guaranteed to occur every year. Menus are sent home monthly and also posted on the Summit Academy Parent page on Summit's website (www.TheSummitCenter.org).

If you choose to send a lunch for your child, please send nutritious, well-balanced meals. Do not send foods that require preparation or need to be cooked or heated. Please send preheated food in an insulated container to maintain heat until lunch time.

As an "Allergy Sensitive School," peanut butter will **not** be served in our cafeteria. We ask for your cooperation: ***please DO NOT send peanut butter to school.*** Thank you!

HOME-SCHOOL COMMUNICATION

Communication between home and school is an essential part of your child's program. You will be able to work with your child's teacher to individualize the home-school communication log to help ensure that it contains the information that is most helpful for you and for your child's teacher. Your child's teacher will contact you early in the school year to set up a communication system that works best for you: communication notebook, phone calls, emails, text, etc. If at any time the communication system is not meeting your needs, please let your child's teacher know.

In addition to routine communication, Summit Academy teachers are encouraged to schedule home visits to strengthen their understanding of your child and your family's needs. Your child's teacher will contact you within the first quarter of the school year to set up a home visit.

Each classroom also provides a monthly newsletter that will inform you of classroom activities and upcoming events.

HEALTH AND MEDICAL MATTERS

1. ***Physical Examinations:*** Summit Academy requires an updated physical examination with schedule of required immunizations. The *Health Form* is required yearly. We also request that a lead screening report (preschool) and a dental health certificate be kept on file at school. Specific instructions regarding dental certificates will be provided by the school nurse as required.

2. **Screenings:** As mandated by state education law, students receive height, weight, blood pressure, vision, hearing, and scoliosis screening at school (depending on age). A student's Body Mass Index (BMI) will also be calculated yearly.
3. **Medications:** In accordance with medical law and strict guidelines established by the State of New York, specific regulations are in effect for the administration of medications in school:
 - The school nurse must have written permission from the student's doctor and from the parent or guardian in order to administer any medication (prescription or over-the-counter.)
 - According to New York State guidelines, all over-the-counter medications or preparations (such as sunscreen, analgesics, vitamins, dietary supplements, ointments, Lactaid®, etc.) can only be administered or applied at school with written permission from the doctor and the parent or guardian.
 - Medication should be brought to the Health Office in an original labeled container that reflects current dose, strength and directions ordered by the doctor. The label must also have a date that falls within the current school year.
 - Medication orders must be renewed annually, or when there is a change in medication or dosage.
4. **Opioid Prevention:** Summit is actively registered in the Opioid Overdose Prevention Program and maintains non-patient specific intranasal naloxone kits at the Stahl and Creekside sites. Identified staff can administer to any student or staff member who is having or is suspected of having opioid overdose.

ILLNESS

To ensure good health for all our students, please follow these guidelines when deciding if you should send your child to school:

DO NOT send your child to school if he/she has:

- a fever (temperature over 100°) – this includes a fever that requires control with medication (Tylenol, Motrin, etc.)
- diarrhea or vomiting in the last 24 hours
- a rash that is contagious
- a rash and you do not know what it is
- suspected pink eye (conjunctivitis) – eye is red and a discharge is present
- any other contagious condition

Consider keeping your child home from school when he/she:

- has a severe cold and/or cough

- is unusually sleepy
- generally does not feel well, or does not act like he/she usually does

NOTE: If a student becomes ill or injured at school or shows signs of a contagious condition (such as pink eye, lice, chicken pox etc.) a parent/guardian will be notified and must be available to pick up their child. If a parent or guardian is unable to do so, alternate arrangements for pick-up must be made. If a parent cannot be reached quickly, emergency contacts will be called.

If your child has been sick, please follow the guidelines below to determine when your child can return to school:

IF YOUR CHILD HAS:

KEEP HOME UNTIL:

Cold or Flu

24 hours illness free

Vomiting

24 hours illness free, and eating again

Fever

24 hours fever free, and not receiving any medication to reduce fever

Diarrhea

No diarrhea for 24 hours

Rash

Doctor's note may be required

Broken Bones, Sprains, etc.

Doctor's note detailing restrictions

Hospitalization/Surgery, etc.

Doctor's note detailing restrictions

Chickenpox

6 days after rash breaks out and all lesions are scabbed over

Conjunctivitis (pink eye)

24 hours after the start of antibiotic treatment

Fifth Disease

he or she feels well enough

Hand Foot and Mouth Disease
(coxsackie virus)

fever is gone and blisters are healed

Head Lice

Can return to school after treatment

Skin Infection

24 hours after the start of antibiotic treatment with infected (i.e. Impetigo/Staph, MRSA, etc.) area covered

Pertussis	5 days after the start of antibiotic treatment
Pinworms	after the treatment has started
Ringworm	after the treatment has started
Roseola	he/she feels well enough
Scabies	treatment is completed
Strep Throat or Scarlet Fever	24 hours after the start of antibiotic treatment

IMMUNIZATIONS

Your child's immunization record must be on file at Summit. A written medical exemption or a report of a serological titer (showing immunity) are acceptable alternatives and must also be on file. A written medical exemption from a physician must be updated annually. An updated immunization schedule can be found on our website at: <https://www.thesummitcenter.org/academy-parents/>

INJURY (STUDENT)

Students are brought to the Health Office no matter how minor an injury may appear.

- First Aid is administered accordingly
- An accident report may be completed and kept on file
- You will be notified and updated about the injury

An injury that is very minor may not require a call to a parent in the nurse's judgment. If this is not acceptable to you, please let us know. Also, please let us know how to best contact you (cell phone, office phone, home phone) during the school day. In addition to parent/guardian contact information, Summit must have updated information for emergency contacts.

In the event of a severe illness or injury, First Aid will be administered by the nurse or a member of our Emergency Response Team. Paramedics may also be called. Every effort will be made to contact a parent/guardian.

Also, if your child has been injured outside of school and has limitations imposed by a doctor (e.g., no gym), a written note from the doctor is required. Please contact our Health Office before your child returns to school. In some cases, a series of physician generated documents may be required before return to school and/or therapy is possible.

INDIVIDUAL EDUCATIONAL PLAN (IEP)

Each year, your child's transdisciplinary team will meet with you to discuss your child's Individual Educational Plan (IEP) goals/objectives and program needs for the upcoming year. We strongly recommended that you attend this meeting with us which will precede your child's annual review meeting with your school district. Beginning at age 14, and continuing each year thereafter, Measurable Post-Secondary Goals for your child (which are included on your child's IEP) are also discussed. **Parents are an integral part of this planning process.** Please contact your child's teacher with any questions you might have about your child's IEP.

PARENT INVOLVEMENT: PARENT WORKING GROUP (PWG)

Donor contributions have helped make The Summit Center the leading regional provider for autism and developmental disabilities. We are so grateful for you entrusting your child to our committed team of teachers, therapists, and behavioral specialists. State Education funding only covers about 85% of the expenses necessary to educate our students. The balance comes from loyal donors and engaged parents. We need your assistance. Here's how you can help:

- Annual Summit Autism Walk - last Saturday of April
- Annual "Party for Summit" event - Fall
- Third Party "Summiteer" events: host an event or dress down day through your office or civic group and select Summit as a beneficiary. All "Summiteer" events require prior approval through our Developmental Office.
- DIY Fundraisers: create your own campaign to fundraise for Summit as you run a race or complete a challenge.
- Memorial and In Honor Of gifts to recognize loved ones and special occasions
- Sponsorship opportunities through your employer for Summit events
- Philanthropic or Awareness fairs at your place of employment
- Volunteer opportunities
- Matching gifts through your employer

Summit participates in many cause marketing promotions, such as:

- Amazon Smile
- Embrace the Difference, exclusively at Reeds/Jenss
- Rite Aid KidCents
- Box Tops for Education
- Citi Rewards

Summit is proud to introduce the Parent Working Group (PWG). Started last year, through the Development Office, the PWG is expanding and this year has elected 2019-2020 Officers:

- Co-President: Nicole LaMonte-DeGolier

- Co-President: Amanda Finn
- Co-Vice President: Lily Clayson
- Co-Vice President: Christine Zeman
- Secretary: Melanie Darrow-Pedersen

If you have any questions, please feel free to contact the Development Office at: 629-3400 or the PWG: Nicole LaMonte-DeGolier Phone: (818) 625-0486 Email: NicoleLaMonte@gmail.com

PRIVATELY-OWNED INSTRUCTIONAL TECHNOLOGY AT SCHOOL

Summit continues to use Summit-owned technology as well as technology devices owned by respective school districts. In some cases, family-purchased devices are also being used for educational programming. These devices are very expensive and often fragile.

Any family-purchased instructional technology sent into school must be equipped with a protective case. Our staff takes every precaution to make sure that the technology is used safely and correctly, but due to the fragile nature of such devices in a school environment, Summit Academy will not be responsible for repairs to privately-owned instructional technology devices sent into school. This includes damage caused by another student.

We ask that any family-owned devices are free of “sensitive” personal information as well as any information that has inappropriate content, including but not limited to photographs and websites. This also applies to school district devices when syncing with home computers.

In addition, the classroom team supporting your child’s educational programming will review parental requests to have family-purchased instructional technology devices used during the school day. They will be examining the appropriateness of and how best to incorporate a particular device into school day programming in the following areas: academic, communication, fine motor, leisure and reinforcement.

PROGRESS REPORTS

Student report cards are sent home on a quarterly basis. You are always welcome to contact your child’s teacher to arrange a parent-teacher conference.

SCHOOL CLOSING INFORMATION

When inclement weather or any other emergency situation forces the closing of our school, the information will be communicated by E-Alert (see E-Alert for information on how to register), radio, and television broadcast. (Please do NOT call our Reception Desk.) Closing information will also be available on our Facebook page (The Summit Center) and Twitter (@SummitBuffalo).

The safety of our students and staff is the basis for any decision. Key factors that must be considered include road conditions and weather reports/forecasts.

When school is closed due to inclement weather, the three local television stations (Channels 2, 4, and 7) will be notified as well as the following radio stations: WBEN-AM (930), WKSE-FM (98.5), and WTSS-FM (102.5).

School and/or Program cancellations will be called in to the above stations between 6:30 - 7 a.m., or as early as possible. E-Alerts will also be sent at that time. Closing announcements will pertain to either all locations or individual sites, depending on the reason for the closing. When ALL Summit Academy sites are closed at the same time, the announcement will be: "Summit Academy, All Sites – CLOSED, otherwise, the specific satellite/site will be announced.

Transportation companies will not transport pupils into or out of a school district that is closed due to inclement weather. *If Summit Academy is open and your district is closed and not transporting, parent transportation to Summit is an option.*

Additionally, if you have a preschool child in a combination program, home-based services in the Early Autism Program will **not** be delivered if your child's home school district is closed. However, if your home district is open, we will attempt to provide EAP services.

Please note: Weather-related building closures are generally tied to the school districts in which they are located. For example, if:

- Williamsville schools are closed - Summit Academy - Stahl Road will be closed
- Sweet Home schools are closed - Summit Academy - Creekside will be closed
- Buffalo schools are closed – Summit Academy-Holy Cross site will be closed

If storm conditions occur throughout the day, please listen to the above stations. You will receive our E-alert notification, only if you have signed up. Should the need arise for an early dismissal, or for a program cancellation, it will be broadcast on the above stations and our E-alert system. If this should happen, authorized Summit staff members will make telephone calls to parents/emergency contacts and bus transporters.

Bus routes CANNOT be altered during an EMERGENCY situation. Therefore, if you are NOT HOME during the day, please make arrangements for someone to receive your child at the regular drop-off point.

SCHOOL SAFETY

Summit Academy takes emergency preparedness very seriously. We have a comprehensive plan that helps our staff and public safety partners respond swiftly in the event of an emergency. Building-level

plans are in place and drills are conducted regularly. We have an active Emergency Planning Committee that meets regularly to review our Plan and make improvements as needed to help ensure your child's safety.

Our school buildings are prepared to keep your child secure and safe should a situation arise that prevents or postpones dismissal.

Please know that should an emergency occur, we will do what is necessary to protect our students first and then inform you as accurately and fully as possible. Together with emergency response officials, we will make every effort to provide a steady, reliable flow of information using the E-Alert system, social media, and local media.

SOCIAL MEDIA

The Summit Center is active on Facebook ("Like" us at The Summit Center) Twitter (follow us at @SummitBuffalo), and Instagram (summitbuffalo). Please note that all posts to these pages can be seen by all who follow the page. Therefore, please do not post personal or confidential information about your child, or information that is intended for your child's teacher on social media.

STUDENT RECORDS

The Summit Center maintains confidentiality of all student records. We destroy records of students that we have provided services to in accordance with relevant state and federal law, including but not limited to the Family Educational Rights and Privacy Act and the Individuals with Disabilities Education Act. If, at any time, you would like to review your child's education record, please contact the Assistant Principal.

TRANSPORTATION

Preschool Students: Transportation for your child is set up initially through Summit Academy by providing pertinent information (i.e., school location, emergency contacts, etc.) to the appropriate county contact. The bus transporter that will handle your child's needs will be assigned by the county, according to the school district in which your child resides. Please contact the transporter when your child will be absent from school or dropped off or picked up by anyone other than the transporter. Please also notify the transporter of any change of address.

Note: *When parents/guardians choose to transport their child to and from school at a reimbursement rate provided by the county of residence, districts are required to list "parent transport" on the IEP. If you choose to transport your child, please confirm with your school district that "parent transport" is on the IEP. A CPSE meeting will need to be held to ensure reimbursement if IEP does not state "parent transport."*

School-Age Students: *Your child's school district will arrange all initial transportation and make any changes necessary during the school year. Please contact the transporter when your child is absent from school, or dropped off or picked up by anyone other than the transporter. Please notify your school district of any change of address.*

Transportation Safety

Transportation safety is reviewed on an individual student basis. A harness may be recommended to ensure that your child remains safely in their seat. A harness recommendation is included on the Individual Education Plan. **Please ensure that if you are dropping off your child that you also bring the harness to school. No student will be permitted to be transported home on a bus without a harness, if stated on the IEP.**

Summit staff will generally not board buses, as the bus staff are responsible for transport and issues while the students are on the bus. For instances of disrobing or clothing concerns or general unwillingness to get off the bus, a staff member may board the bus to expedite the loading and unloading process. In all instances the staff members will first encourage bus staff to attend to student needs while on the bus. If a student consistently requires assistance with the loading and unloading process; they are identified as requiring additional documentation on their IEP and Behavioral Intervention Plan. Bus staff is trained on these individual plans.

Summit Transportation Contacts

If you have questions about transportation, please call us at 629-3439.

VISITING SCHOOL

Please give us 24 hours' notice if you would like to arrange a visit to your child's classroom. For the safety of our students, all doors at our Stahl Road and Creekside locations are locked throughout the day. To enter the building, please use the buzzer/phone at the main entrance. All visitors are required to sign in at the Reception Desk and pick up a visitor pass upon entering the building. (We may require you to show identification.) The visitor pass must always be worn while visiting our school. Visitors must also sign out.

Keeping our students safe is of the utmost importance.

Notification of Rights under FERPA Regarding Family Rights and Privacy and Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records, unless otherwise limited by court order or other legally binding instrument, within 45 days (for preschool and school age children) or 10 days (for Early Intervention children) of the day Summit receives a request for access.

Parents or eligible students should submit to the Records Room Clerk a written request that identifies the record(s) they wish to inspect. The Records Room Clerk will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask Summit to amend a record that they believe is inaccurate. They should write the Records Room Clerk and clearly identify the part of the record they want changed, and specify why it should be changed. If Summit decides not to amend the record as requested by the parent or eligible student, Summit will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

There are exceptions which allow for disclosure without consent. One exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, QA staff or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, health/vision screener or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school

official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Summit discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Summit to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Family Educational Rights and Privacy Act (FERPA) - Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Summit, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Summit may disclose appropriately designated "directory information" without written consent, unless you have advised Summit to the contrary in accordance with Summit procedures. The primary purpose of directory information is to allow Summit to include information from your child's education records in certain school publications. Examples include the annual yearbook (hard copy or online); Honor roll or other recognition lists; and Graduation program booklets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, take formal photos for parents to purchase, publish yearbooks and *SchoolMessenger™* to provide notification regarding school closings and events, etc.

If you do not want Summit to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, **you must notify Summit in writing within ten (10) days of receipt of this notice.** Summit has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

IMPORTANT PHONE NUMBERS

Summit Academy – CENTRAL, 150 Stahl Road, Getzville, NY 14068

RECEPTION: 716-629-3400

To reach the following individuals, please dial **716-629-3400** and their extension:

Principal	Susan Whittaker	Ext. 3477
Director – Behavior Support	Steve Verstraete	Ext. 3420
Unit Director – Early Childhood/Kindergarten	Mary Belile	Ext. 3472
Unit Director -School Age (200, 201, 202, 203, all 300's)	Marina Payne	Ext. 3429
Senior Curriculum and Instruction Coordinator	Mary Bennett	Ext. 3455
Educational Coordinator/Unit Director (204, 205, 206, 207, 209, 211, 213, 215)	Carol Shaw	Ext. 3476
Educational Coordinator	Shawn Scibetta	Ext. 3426
Educational Coordinator	Melissa Ruh	Ext. 1833
Health Office		Ext. 3460
Transportation		Ext. 3439
Program Assistant	Jackie Doran	Ext. 3433
Fax		716-629-3497

Summit Academy – CREEKSIDE, 165 Creekside Drive, Amherst, NY 14228

Reception		716-810-7700
Principal	Susan Whittaker	716-629-3477
Unit Director	Darlene Firkins	716-810-7770
Educational Coordinator	Nick Rockwell	716-810-7761
Health Office		716-810-7705
Transportation		716-629-3400 Ext. 3439
Clerical Team Member	Katie Sprague	716-810-7701
Fax		716-810-7799

Calling your child's teacher

Between the hours of 8-8:45 a.m. and 3-3:30 p.m., please dial reception and your call will be forwarded to the classroom. At all other times, only emergency calls will be forwarded. Non-emergency calls will be transferred to voice mail. The classroom team will return your call as soon as possible.

CALENDAR - SCHOOL EVENTS*

<i>September 17, 2019</i>	<i>Open House – Central, 150 Stahl Road</i>	<i>6:30 – 8 p.m.</i>
<i>September 24, 2019</i>	<i>Open House - Creekside, 165 Creekside Drive</i>	<i>6:30 – 8 p.m.</i>
<i>October 6 – 12, 2019</i>	<i>Fire Prevention Week</i>	
<i>October 9, 2019</i>	<i>Fire Prevention Day</i>	
<i>October 24, 2019</i>	<i>Student Photos – Creekside</i>	
<i>October 26, 2019</i>	<i>Pumpkin Course/Trick or Treating</i>	
<i>October 28, 2019</i>	<i>Student Photos – CENTRAL</i>	
<i>November (TBD)</i>	<i>Barnes and Noble Book Fair</i>	
<i>November 27, 2019</i>	<i>Thanksgiving Feast - Creekside</i>	
<i>November 27, 2019</i>	<i>Thanksgiving Feast – Rotation Classrooms</i>	
<i>December 14, 2019</i>	<i>Santa at Summit</i>	
	<i>Preschool Gingerbread Event</i>	
<i>December 9, 2019</i>	<i>Holiday Show – Creekside</i>	
<i>December 11, 2019</i>	<i>Holiday Show – Preschool (afternoon)</i>	
<i>December 12, 2019</i>	<i>Holiday Show – Elementary (morning)</i>	
	<i>Holiday Program – Secondary (afternoon)</i>	
<i>February, 2020</i>	<i>Hockey Tournament</i>	
<i>March 2, 2020</i>	<i>Dr. Seuss Day</i>	
<i>March 23-27, 2020</i>	<i>In-House Book Fair</i>	

<i>April</i>	<i>Autism Awareness Month</i>
<i>April 2, 2020</i>	<i>“Light It Up Blue” – Wear Blue for World Autism Awareness Day</i>
<i>April 20-24, 2020</i>	<i>Spirit Week</i>
<i>April 25, 2020</i>	<i>The Summit Center Autism Walk</i>
<i>May 4 - 8, 2020</i>	<i>Staff Appreciation Week</i>
<i>May 5, 2020</i>	<i>National Teacher Appreciation Day</i>
<i>May 6, 2020</i>	<i>National Nurse’s Day</i>
<i>May, 2020 (TBD)</i>	<i>Special Olympics</i>
<i>June, 2020</i>	<i>T-Ball Tournament</i>
<i>June, 2020</i>	<i>Softball Tournament</i>
<i>June 5, 2020</i>	<i>Preschool Moving Up Day</i>
<i>June 12, 2020</i>	<i>Prom</i>
<i>June 24, 2020</i>	<i>Graduation</i>
<i>TBD</i>	<i>End of Year Concert</i>

**Dates and events are subject to change. Your child’s teacher will send home additional details.*

2019-2020 SUMMIT ACADEMY PARENTS

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	No School – All Students
	Student Half Day

July 2019

8 Summer Session begins

August 2019

16 Last Day of Summer Session

September 2019

2 Labor Day

3 Staff Development Day; No school all students

4 First Student Day

17 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

17 Summit Central Open House, (6:30 PM-8 PM)

24 Creekside Open House (6:30 – 8 PM)

October 2019

4 Emergency Bus Drill/Early Dismissal at 2:45 pm for students only

14 Columbus Day

24 Picture Day – Creekside

25 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session

28 Picture Day – Central

November 2019

1 Staff Development Day; No school all students

11 Veteran's Day

28-29 Thanksgiving Recess

December 2019

4 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

23-31 Winter Recess

January 2020

1 New Year's Day

20 Dr. Martin Luther King Day

30 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

February 2020

17-21 Mid-Winter Recess

March 2020

5 11:30 am dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

20 Staff Development Day; No school all students

31 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

April 2020

10-17 Spring Recess

May 2020

13 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

25 Memorial Day Holiday

June 2020

12 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session.

24 Last student day; 11:30 AM dismissal for School Age and full day Preschool students. AM and PM Preschool classes are in session

25 Staff Development Day; No school all students

26 Staff Development Day; No school all students

2020 Summer Session

June 29 – July 10 Summer Break

July 13 – August 21 Summer Session

*Emergency closing days are built into the school calendar. Make up instructional days, if needed, will be used in the following order: April 17, 16, 15 and 14. Last day of student attendance will be June 24th contingent upon meeting the 180-day attendance requirement.

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	T	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

updated 4-5-19

