



Parent/Student Handbook



A Message from Denise Christy to Staff, Students and Parents



Welcome to Summit Academy!

In order to provide the finest educational opportunities for our students, we require the willing cooperation of parents, students and teachers to help us carry out our mission.

We have established an excerpt from our **Parent/Student Handbook** that will provide a resource for helping us to establish rules, guidelines and expectations for our school. The rules are designed to provide a safe, healthy and morally centered environment. Please take the time to read it and become familiar with its contents. I would also like you to sign your agreement on the last page of this document and return it to school so that we can complete our file.

To further explain our school's philosophy, please become familiar with the **Triad Program** which fully explains our mission statement and ability to achieve more success in achieving our goals by working together as a unit.

We look forward to working with our Summit Academy families and we will count on your full support in helping us to achieve the highest level of standards possible. We, at Summit Academy, stand committed to making it one of the best schools in Qatar.

Sincerely,

Denise Christy



TRIAD

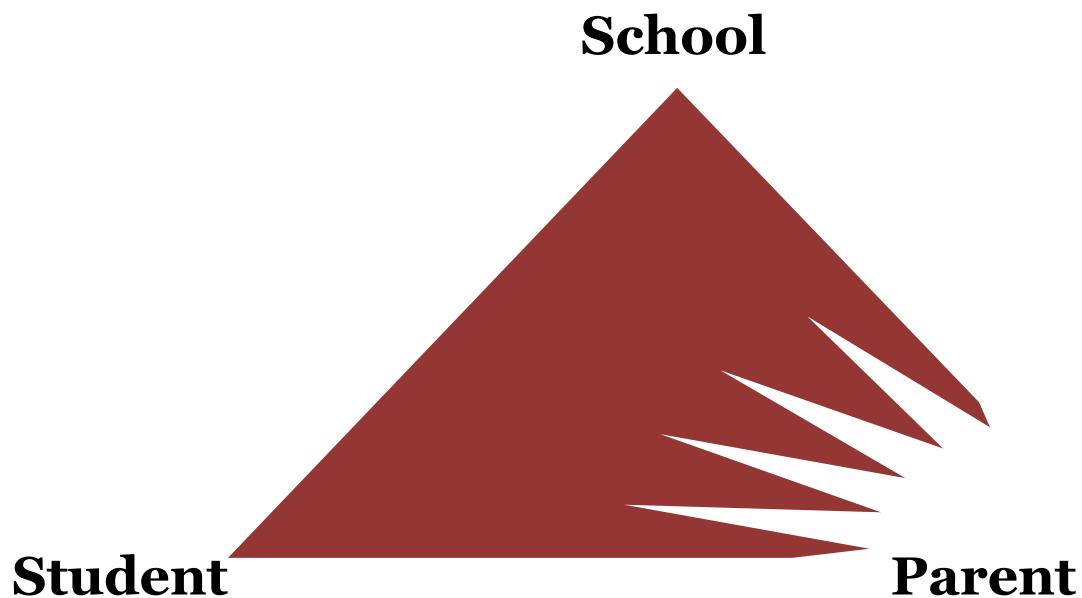
Program

tri-ad/'trī,ad/Noun

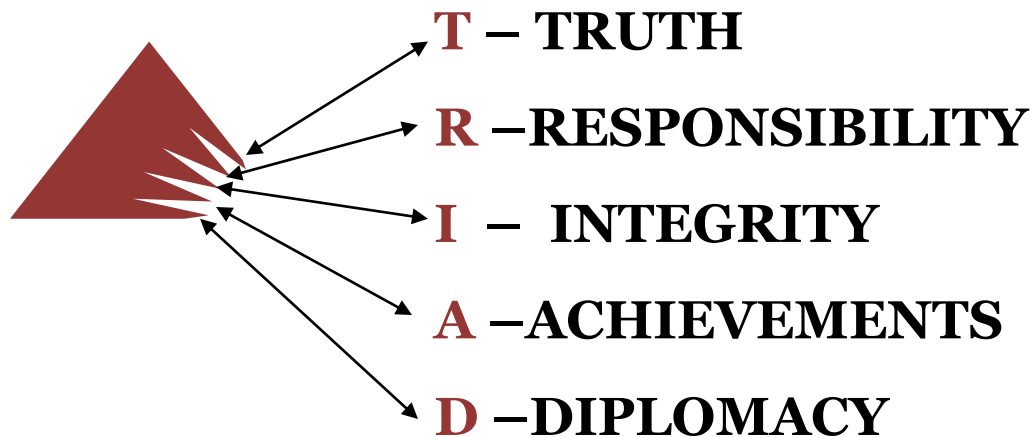
A group or set of three connected people or things.

Summit Academy operates on a 3-point system. The system is comprised of:

- 1) THE SCHOOL**
- 2) THE STUDENT**
- 3) THE PARENT**



The school, the student and the parents work together to achieve the Triad System of cooperation through employing:



1. **truth**/troōTH/Noun

1. The quality or state of being true
2. That which is true or in accordance with fact or reality: "tell me the **truth**".

1. **re-spon-si-bil-i-ty**/ri,spānsə'bilētē/Noun

1. The state or fact of having a duty to deal with something.
2. The state or fact of being accountable and not to blame.

1. **in-teg-ri-ty**/in'tegritē/Noun

1. The quality of being honest and having strong moral principles; moral uprightness.
2. The state of being whole and undivided

1. **a-chieve-ment**/ə'CHēvmənt/Noun

1. A thing done successfully, typically by effort, courage, or skill.
2. The process or fact of achieving something

1. **di-plo-ma-cy**/di'plōmēsē/Noun

1. The profession, activity, or skill of managing international relations, typically by a country's representatives abroad.
2. The art of dealing with people in a sensitive and effective way



Attention Parents: Important Information

Support Your Summit Academy Student

Parents are instrumental in the educational process. Your positive effort, cooperation, and understanding enable faculty and staff to be exemplary in their work. Our teachers are inspired as they witness **your commitment** and **support** in the educational process.

CONTRIBUTE TO YOUR CHILD'S DEVELOPMENT OF SOUND VALUES AND MORAL GROWTH

- Support your child's participation in school activities which develops a healthy growth of mind and body and instills a solid foundation of shared values.
- Help to maintain regular school attendance by scheduling family trips only during school holidays and staying within the allotted 18 days absence per school year. Assure that your child arrives on time in the morning and is not late to class.
- Encourage your child's commitment to serve others and assist Summit Academy in holding your child accountable for participation in special activities, school field trips, community involvement, etc.
- Nurture respect and tolerance for other religious and cultural traditions.
- Help to assist Summit Academy in developing the qualities of personal integrity and social responsibility.
- Affirm the school's role in helping your child learn from his or her mistakes by supporting the consequences that may be given for poor choices or misbehavior by supporting the school staff's decisions which are based on solid school principals and established policies and procedures.
- Ensure that your child has sufficient scheduled time and quiet surroundings for home study and following up with school assignments by signing the homework diary and school correspondence when required.
- Inform the teacher or school guidance department of radical changes in behavioral patterns or if there is a significant change in attitude affecting school performance. Be aware of our system of discipline in regards to consequences such as Infraction Notices relating to Behavior or Academic Issues and support this effort.
- Consult with your child's teacher by arranging individual conferences and by using the phone and emails as a means of providing informed and respectful & honest communication between school and home.

·Help your child benefit from constructive criticism and profit from suggestions for improvement. Demonstrate your interest and support the school in reinforcing your child with the confidence to inquire, to interact, and to accept constructive criticism.

·Talk to your child about his or her schoolwork and take an honest approach to solving problems that may arise. Remember, there are more than one side to every story and be open to the possibility that you may be missing some data that is relevant to the whole picture & reality.

We believe prospective families should consider enrollment Summit Academy only if they accept our inclusive approach to the encouragement of family participation in the child's educational experience and common core values. School and home are partners working side by side with a common goal: the intellectual, moral, and physical development of your child. Remember the Triad System for Summit Academy.

Participate in Your Child's School Activities

·Attend "Parent Conferences" to meet your child's teachers and to learn about your child's progress.

·Support sporting events, fine arts productions, and classroom programs.

·Review the "Student Handbook" with your child and support the school's policies.

·Join The Parent/Teacher Team Meetings by attending regularly and becoming proactively involved.

·Read the emails and sign up to Summit Academy Face Book Fan Club to keep updated on daily happenings at your child's school. Hang up the Monthly Calendar to be reminded of school events and parent programs that are scheduled throughout the year.

·Volunteer for special events such as Classroom Mothers, Sports Day Volunteers, Reading Aides, etc.

We expect your family to be interested in all activities at Summit Academy. We shall work closely with you in directing your child intellectually, socially, and emotionally. Summit Academy should be considered a community of caring parents and teachers who demonstrate this commitment through involvement in the life of our school.

Communication at Summit Academy is essential. We want to hear from you, and we intend to communicate regularly with you about your child. We expect that if you plan to contact the school, you will act with politeness, respect and consideration for the staff of our school as we are committed to do the same.

School Contact List

Here is the list of emails that may be helpful. Please be sure to update your email address & inform the school's secretary of any changes. It is your responsibility to provide accurate data so that we can contact you 1)by phone; 2) by email and 3) physical address, phone numbers, email and place of residence. Your cooperation is appreciated.

office.summitacademy@gmail.com – our email for sending newsletters & announcements.

cynthiasummit@gmail.com – for use in alerting us of building concerns, maintenance issues or problems that need attention – this includes Bus Issues/Complaints. **Mobile# 33187824**

gewyneth.summit@gmail.com – to contact the school accountant or secretary with questions about tuition payments, school timing, general information **Mobile# 33187824**

rosalie.summit@gmail.com – to contact the Kindergarten Department **Mobile# 66504327**

antonette.summit@gmail.com – to register a complaint or seek advice regarding your child's teacher or classroom concerns. **Mobile# 50403137**

janebacierto.summitacademy@gmail.com-direct link to the School's Vice-principal

Mobile # 55081575

donny.summit@gmail.com - direct link to the School's Principal

Our school address is: Summit Academy, P.O. Box 695, Doha, Qatar

Summit Academy Main New Building: **44688590**

Summit Academy Kindergarten Building: **44663802**

Summit Academy Transportation (Bus) Emergency Contact Number: **50304486**

Summit Academy Emergency Mobile Number- **33187824**



Mission Statement

The Summit Academy is a private co-educational American Curriculum School
where staff, students and parents
are committed to the attainment
of academic excellence.

Our School provides a rigorous curriculum
in a nurturing environment
to encourage the development of
each student's talents and sense of self-worth.

The School encourages students
to possess a strong work ethic,
to be intellectually curious,
to be academically focused,
and to be morally secure.

The School prepares students to become responsible, productive citizens
able to meet the challenges of a changing world.

Our Educational Philosophy

The Summit Academy provides a primary education reflecting the highest standards of American independent schools. Essential elements of its educational program include a comprehensive curriculum, a gifted staff, and a low student-to-teacher ratio. These elements ensure that each student obtains the kind of individualized education that only an independent, college preparatory school can provide.

The school is dedicated to fostering a climate of respect, both for academic excellence and for human dignity, and to affording an opportunity for personal growth. We believe that education is a process of transferring to the student the responsibility for his or her education through self-discipline and intellectual curiosity. We believe in a full and enriched curriculum that not only emphasizes the basic skills, but also recognizes the importance of music, the visual and performing arts, and physical education. It is equally important for Summit Academy students to be well-rounded in that they are confident and emotionally intelligent.

The Summit Academy is focused on a proven program of study that enables students to attain a strong foundation in English. The Summit Academy curriculum is designed for students who combine academic ability, strong motivation, and initiative to take responsibility for their education.

The Summit Academy is fundamentally committed to maintaining a coeducational student body that is representative of the International Community of Qatar. Consequently, the school is open to all qualified students regardless of race, color, or creed.

Attendance Policy

A student's enrollment at Summit Academy signifies a student's commitment to attend class sessions and to meet all school appointments. The school and the parents must work as partners to see that our students recognize their responsibility for being in school on time.

Students may be excused for reasons of illness or family crisis. Parents are URGED not to take their child(ren) out of school for family trips or vacation extensions because such actions may be a severe handicap of academic progress. An excessive number of absences for any reason can lead to loss of credit for a term or for a year. Advisory meetings, assemblies, class and student body meetings are all required obligations for students.

All students shall report to their first period class each school day by 7:30 A.M. and must be on time for all school appointments. Students are not allowed to leave the school grounds during the school day except by specific written permission from the parent and authorization by the Principal or Administrator.

Each day a student is absent it is expected that a parent or guardian call our Administration by 8:00 A.M. to give reason for the absence. Following an absence, students must present the Principal's Office with a written explanatory note from the parents or guardian if the parent was unable to reach the school by phone. **Students with no note or verifiable absence will be issued an unexcused absence on the day they return to school.**

Students who have an appointment or obligation during the school day are required to bring a note signed by a parent or guardian, requesting permission for the student to miss part of the school day, to the Principal's office prior to 7:30 A.M. The note should explain the necessity of the appointment or obligation. **The Administration office reserves the right to approve or disapprove the request.** The school hopes that parents and students realize the importance of keeping to a minimum any appointments that may interrupt the academic day. Students are required to sign out and back in (if they are returning to school) in the Principal's Office. Failure to adhere to this policy will result in unexcused absences for each class missed with disciplinary consequences.

Summit Academy's philosophy is that students take their work seriously and therefore, when work is missed, it is the student's responsibility to make up the work in a timely fashion. Upon returning to school following the absence, each student has the responsibility to meet with his/her teachers within two class days. Students are encouraged to make up the work as soon as possible, should there be no evidence of prompt make-up work, the student will receive zero credit for work missed.

Excused Absences

Excused absences are those during which a student misses one or more classes for reasons that are mutually acceptable to both the parents and the school. Some examples of excused absences

are: religious observances, confirmed illness, a death in the family, any school-related activities. Other absences may be excused on an individual basis upon request and approval of the Principal. The student will receive full credit for make-up work for excused absences if the work is completed as soon as possible upon return to the school.

Unexcused Absences

Even though a student's parents may have requested the absence, an absence is considered unexcused if the school cannot endorse the reasons for it. An unexcused absence also results from a student missing a school commitment for unacceptable and/or inappropriate reasons. Academic work may be forfeited or less time may be given for make-up assignments if the absence(s) is/are unexcused. Failure to adhere to this policy will result in unexcused absences for each class missed with disciplinary consequences.

Planned Absences

The school's calendar is published early in the summer. The school will not manipulate exam schedules, classes or other commitments to accommodate a student's travel or vacation plans. Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time.

*If extraordinary circumstances necessitate such an absence, parents must submit the school's pre-arranged absence form to the Principal at least one week prior to the date(s) in question. Full credit for any work missed will be given if the student follows the procedures outlined above.

Because of the obvious importance of classroom attendance to academic success, the school expects that a student will meet all class commitments and meetings. Students who are absent an excessive amount of time can jeopardize their grade(s) and/or credit in a class or classes. The school considers ten or more absences per term to be excessive. When students reach or exceed that number in a class during the term, the School Administrator will have the attendance record reviewed by the Discipline Committee and/or the Principal for possible action. That action may include disciplinary action, loss of credit for the class(es), or grade reduction. School-related absences are excluded from the absence totals. Any exceptions to these attendance policies, such as an extended illness requiring hospitalization, must have the approval of the Principal.

Each student is expected to attend his or her classes, study halls, assemblies, extracurricular and athletic commitments, as well as all school meetings, promptly and regularly. Unexcused absences and missed obligations will result in one or more of the following responses: grade reductions; disciplinary status to be determined by frequency and degree of absenteeism; parental and/or student conference(s); disciplinary consequences; suspension; or, in extreme cases, referral to the Discipline Committee.

Tardiness

Any student arriving after 7:30 A.M. must report directly to the Principal's office for check-in. Repeated tardiness will necessitate a parent conference and a plan of action to help the student become punctual in meeting his or her responsibilities. Three latenesses /tardies to school are equivalent to an unexcused class absence.

All students who wish to participate in a performance, practice, or competition must be present for the full academic day, unless permission is given by the Principal to be absent.

Progress Reports & Evaluation System

The assignment of a grade is based on daily preparation and classroom performance as well as on tests, examinations, essays, laboratory exercises & projects. Letter grades are assigned as follows:

A 93-100	B - 80-82	D + 67-69
A - 90-92	C + 77-79	D 63-66
B + 87-89	C 73-76	D - 60-62
B 83-86	C - 70-72	F Below 60 Failing

This Grading Scale is based on generally accepted USA standards and is not applicable to the Grading Scales used for Arabic and Shariyah that adheres to The Supreme Education Council (SEC).

Criteria for Academic Awards:

Honor Roll:

Students must have at least a 3.0 GPA for the term and must not have any grades below a B-.

Report Cards

Report cards are sent home at the end of each of the 3 terms and are expected to be signed and returned by parents in Grades Preschool-Grade 6. Original transcripts will be distributed at the end of the year. Copies of all reports will be maintained by our Administration. Extra copies will be given for a fee of QR25. Lost or damaged original Reports will be replaced at the cost of QR40 to parents. There will be no exceptions to this rule.

Interim Reports and Academic Status

A student is in good academic standing as long as all grades for a marking period are C or above. If a student receives a D or below in any marking period (monthly average), in one or more courses, that student is placed on **academic warning**.

Standardized Testing

Students are subject to Standardized Testing that adheres to grade specific testing in the areas of Language Arts and Mathematics. These tests are sample tests which are administered throughout the United States and considered part of the standard system at Summit Academy.

Monthly 50/50 Testing

In order to assess the ability of our student's comprehension of the subjects being taught during regular classroom lessons, we administer a monthly test in all the core subjects. This test is based on the learning and absorption of data as employing both listening and retention of information covered over the previous month. Therefore, it is not a requirement to study at home if the student is attentive and actively engaged during each lesson and has paid attention or taken notes during the lesson.

Daily PACE Scoring

Each student is evaluated on a daily basis in the areas of Productivity, Academic Performance, Civility and Engagement. These scores are tallied by the end of each week and become part of the overall success/failure rate of the student. Low PACE scores equal Behavior or Academic Infractions. The grading scale for PACE is 4 = Excellent; 3 = Good; 2 = Passing; 1 = Unacceptable and 0 = Failing

If a student consistently fails to meet the academic or behavior expectations of Summit Academy, he/she may be a candidate for repeating the grade level for the next academic school year. Specifically, no more than two (2) core subjects can be failed during the 3 marking periods.

Final Examinations

At the end of each academic term a final examination is administered. This exam will cover the concepts taught during the entire term. Each student is expected to pass the examination or be subject to make-up classes and be retested to achieve a passing mark (60%).

Homework

Homework is a contract between a student and a teacher. It is an extension of the academic work introduced in class. It reinforces basic skills and gives students the opportunity to apply concepts

on their own. It also helps develop self-discipline and gives students experiences in prioritizing their own time.

The Homework Schedule is distributed each week and is required to be completed and turned in by the following week for Grades 1-5. Grades 6-9 will be assigned daily homework in each of the subjects due to the class teacher the following/next day. It is up to the parent's discretion and student's cooperation to organize his/her weekly homework assignments into a management timetable for completion. Our aim is to encourage a student to manage his time by dedicating a minimum of 1 hour of homework daily for elementary students and to 1 hour to 1.5 hours of study (for the upper grades) to complete the tasks as assigned.

Parents should assist their children in the learning process, not by being enforcers but by being facilitators of the assigned work. For example, parents should provide their child(ren) with a quiet place to study with good lighting. Additionally, parents are asked to look over the work for completeness & neatness and sign the weekly Homework Schedule that accompanies the homework package.

Projects

Project Work is assigned on a regular basis for homework. The completed projects are graded and become part of the overall Progress Report Grade listed under "Projects" for that subject. Students are required to do their own work and turn in their work by the completion/due date. If a project is late, one grade will be deducted for each day late. No work will be accepted after the 4th day. Any work that is plagiarized (copied) will receive "O" or "F".

Secondary school teachers may withhold a student's extracurricular privileges, require a study hall and/or extra help sessions when a student is experiencing academic difficulties, is inadequately prepared for class, or is producing poor or incomplete homework. Parents are required to sign a "Parental Acceptance Agreement" to comply with these conditions or be subject to exiting their child from Summit Academy for non-compliance.

Daily Classwork

Students are expected to be actively engaged and prepared for lessons on a daily basis. They are required to be equipped with the proper school supplies to be fully functional and capable of producing their own work while following the code of good behavior and cooperation. The system for monitoring their production is based on the PACE system of scoring and will be included as a percentage of their final grades on the progress report. Additionally, any violation in compliance (by student or parent) will result in the being subject to removal from Summit Academy. Please reference "Exit Form" for details.

Parent Conferences

Good communication between the school and the home is a shared responsibility. Teachers and administrators at Summit Academy will initiate a conference with a student's parents as soon as the need appears. In return, the school asks parents to request a conference

when they are aware of changes at home that may have bearing on the child's progress at school or when they have questions about what is happening at school. These should be arranged at a mutually convenient time, which can be established through a phone call or a note.

Each parent will have the opportunity to speak with their child's teacher(s) at the end of the term and after the distribution of Progress Reports. We strongly encourage parents to attend Parent/Teacher Conferences.

Impromptu and unscheduled conferences at the start or end of the school day should be avoided, for they can interfere with teachers fulfilling their responsibilities to other students and lead to incomplete communications.

The school's Principal is available to meet with parents each Tuesday once an appointment has been made ahead of time with the school's secretary. Please give a brief description of the subject to be discussed so that our Administration can be ready with important feedback to better serve to solve your concerns.

Bus Rules and Regulations

Please be advised that bus riders are expected to follow and adhere to the strict guidelines as noted in the school's application for transportation. No considerations to the contrary will be considered for anyone wishing to impose any other conditions than what is clearly defined in the Bus Rules and Regulations. In particular, this refers to the collection and dropping off of students and it being the obligation of parent and/or guardian to be present at the pick-up/drop off point. Additionally, every student is responsible for his/her behavior and code of conduct while on the bus being transported and during process of embarking/disembarking the bus.

- 1. No Eating or Drinking on the Bus at any time.**
- 2. Be Ready and Waiting for the Bus (The Driver must leave after a 2-minute stop).**
- 3. Preschool/KG students must be accompanied by an adult when being picked up or dropped off at an established safe roadside point (to be established by our Driver).**
- 4. Bus Assistants are not allowed to take the elevators (lifts) up to apartments (flats) to either pickup or drop off children. Responsibility is to be handed over to the student's parent/guardian once the bus has stopped at the desired drop-off point (predetermined spot).**
- 5. Students are required to be seated at all times and wear a seatbelt when the bus is moving.**
- 6. No disruptive behavior of any kind will be tolerated. Any infraction will be reported to Administration by the Bus Assistant and Driver who are in charge.**
- 7. Contact our Administration for any concerns, issues, remarks concerning the operation of the bus. Our Drivers and Bus Assistants are required to follow a strict code of conduct and are not allowed to participate in conversations or to be harassed or questioned by parents or students. They are only allowed to inform you of their arrival by giving a "missed call" to your home from their cell phones.**

8. Any damage caused by a student will be paid for by the parent/guardian following a complete investigation and assessment of costs. No refunds for early removal from bus or for students

9. Continual Non-payment of Bus Fees (due at beginning of term) will result in stopping service and discontinuance of service once the payment is 10 days past due. Drivers will not return to the residence and will only conduct a 2nd pickup with an additional charge of QR20 per one-way.

10. Summit Academy will not be held responsible for any accidents which have been prompted by the student who is breaking the above rules and has caused either personal injury and public damage as a result of his/her misconduct. This includes parents who are restricted from entering the bus at any point in the transportation process or by attempting to approach any student who is a bus rider (other than your own child).

I agree to the terms and conditions of the Summit Academy Bus Rules and Regulations

Parent/Guardian

Student

Bus Safety Rules for Riders - Review with your Child

1. Be at the bus stop early.

The bus driver may not see you running for the bus if you are late, you could slip and fall under the wheels. The bus can only wait up to 2 minutes.



2. Wait for the bus in a safe place - away from the road.

Wait away from the road because a car could hit you if you are too close to the road.



3. Sit down as soon as possible.

There may be other people waiting to get on, if it takes too long for everyone to get on cars get impatient and go around the bus. Someone could get hit if this happens. Go to your assigned seat and settle in quickly not to waste time.



4. Stay seated at all times.

'Back to back' and 'bottom to bottom' take off your backpack and put it in your lap. Sit still & read a book - but don't get busy moving around.



5. Keep hands, arms and head inside the bus at all times.

A bus is wider than a car, it gets very close to trees and poles, you could be seriously injured if you have any body parts outside the bus.



6. Please don't eat or drink on the bus.

You could choke on the food and the driver might not see you. Plus it ruins the bus with trash and a mess left behind to clean.



7. Listen to the bus assistant and follow directions.

The assistant's instructions are for your safety. Pay attention & speak quietly and politely if you need to chat.



8. Leave the bus carefully, using the handrail.

Hold on to the rail because you could fall - no running!



9. Stay away from the bus if you drop or forget something.

NEVER go back to pick up something in the road, get an adult to get it for you. If you forgot something on the bus, you can always get it later. The bus driver can't see you if you are too close to the front of the bus.



10. Make sure you report to the assistant if anyone is breaking the rules - we need to cooperate as a group to ensure safe travel to and from school



11. **Parents - don't delay the bus** to discuss any issues with either the driver or assistant. Call the school directly as they are informed not to engage in discussions during their route (either on the phone or in person).



12. Parents - remember - **traffic in Doha is usual** - this is a bus not private transport. Be patient, get your assistant's phone number & call her directly if you are worried - but don't delay the bus in the morning & expect that all parents will be happy when the kids arrive late. It isn't the school's fault. Two or three minutes sitting still waiting on each rider (child) equals a minimum of 1 hour late.



13. Call the School or Bus Assistant if you know your child won't be attending school - why waste the driver's and children's time driving to your house when no one is being picked up. Alert us beforehand if possible.

Thank you - We look forward to your cooperation! And **LASTLY** fill out a Change in Bus Transportation Form if you are planning on moving your residence. We cannot guarantee a place, but will try our best to accommodate you. Also, if your child is removed from the bus for misbehaving, we will **NOT** make any refunds for this reason. We will only consider a refund if we can no longer provide service to your new area.

Thank you.

The Management of Summit Academy

Cellular Phones: Zero Tolerance Guidelines

- Summit Academy does not tolerate the use of cellular phones and other electronic devices within the school premises.
- Picture taking inside the school premises is strictly prohibited. It is only permissible during special occasions, school activities or events with **Special Administrative Permission** (in advance) and strict observance/review of photos, videos, etc. reviewed before release to student.
- Summit Academy is not responsible or liable for any lost or stolen cellular phones or electronic devices. Administration will investigate and follow lawful consequences for any violations and take appropriate action as deemed necessary.
- Students, faculty and staff can carry their cell phones during class hours but are not allowed to have them **TURNED-ON or activated.**
- Students who are caught having their cellular phone turned ON will automatically receive a severe infraction note. This act is accordingly considered a **Major Offense that is immediately escalated to the 3rd offense** wherein perpetuation of the act leads to an immediate **Parent Conference.**
- Once a student enters the school premises, his/her cellular phone must be turned-off. This includes no music/video streams, internet access being allowable.
- Students can only turn-on their cellular phones once they are outside the school grounds & outside the jurisdiction of Summit Academy.
- Parents are strictly advised to contact the official school landline and not contact their child personally. All notifications of emergencies, etc. should be made through our Administration by calling: +974- 44673304 or mobile #+974-33605629.

School Uniform/Dress Code

The Official School Uniform must be worn by all students. Shirts with the Summit Academy insignia can be purchased through the Summit Academy Store along with the required beige/khaki colored trousers or shorts. No other clothing is acceptable. P.E. Uniforms must be worn on the day of the scheduled P.E. or the student will not be allowed to participate in this class. Appropriate sport shoes/footwear must be worn for P.E. as well as appropriate shoes during regular classes.

To encourage students to dress simply and attractively and to ensure that the student's appearance is appropriate for a school setting, compliance is **REQUIRED**. Unusual hairstyles and colors, earrings on males, visible body piercing, and inappropriate messages on clothing are prohibited. Sandals are acceptable only if not the slip on type that can be dangerous. Young girls should not wear high heels. Any heel more than 1 1/2 inches is unacceptable.

Shoes: sneakers, sandals (with straps), and dock shoes are permitted.

Hats and baseball caps: may not be worn indoors.

“Dress up” and “dress down” days will be scheduled throughout the year.

The school wishes to enlist the cooperation of all concerned in order that the dress code for the school uniform is observed. The administration and faculty are responsible for enforcing this rule. A grade penalty on the Progress Report Card will be issued if in violation of the “dress code”.

Additionally, it is expected that Preschool/KG-Grade 1 students bring an extra set of clothing in a plastic ziplock bag that is tagged with child's name. These clothes will be used in case of an unexpected soiling of outfit.

Miscellaneous INFORMATION AND GUIDELINES

Parking

Parents and Drivers are expected to park their car properly and get out to collect their children. We will not accept honking of horns or illegal street parking that blocks traffic.

Emergency Closing

In the event of bad weather or flooding, the Summit Academy will follow the direction of the Supreme Education Council relating to closing. Parents will be telephoned by the Class Teacher and alerted. In the case of an electricity outage, there may be a possibility of school closing depending if the temperature at school reaches an unhealthy limit.

Medicines at School

The school will not dispense medicines (including over-the-counter medications) to any student unless the student's parents bring the medication to the school nurse with written permission and directions for administering the medicine. No student should carry drugs of any kind while at school.

Valuables

It is recommended that students not bring valuables or large amounts of money to school. All belongings are the sole responsibility of the owner. Books and book bags should not be left on walkways or obstructing walk paths. The school does not assume or accept responsibility for loss of or damage to personal property. Mobile telephones are not allowed and if brought to school can be confiscated by Administration with disciplinary action occurring.

Extra-Curricular Activities

The purpose of the activities program at the Summit Academy is to give students an opportunity to determine more fully where their talents lie and to develop new interests. The school strongly urges every student to participate in some activity. At the same time, students should not engage in so many activities that their studies suffer.

Lunch

Students are required to bring their lunches and drinks from home. We encourage “healthy eating habits” and do not allow soft drinks (soda) at school. It is our policy to monitor and report on any child who is not being provided nutritious choices in their lunchbox.

Physical Education Exemption

A student with a legitimate reason not to participate in physical education classes must submit a written medical excuse to the Principal specifying the reason for, and the duration of, the exemption.

The Supreme Education Council

Summit Academy is a private school licensed and operating under the guidance of Qatar’s Supreme Education Council. Our entire Program of Study, including all aspects of our educational institution and staffing profile licensure have been studied, reviewed and approved by the SEC. We actively participate in several special events, activities, field trips, surveys, international testing and quality assurance programs that are sponsored and monitored by the SEC.

The Honor System

Under the Honor Code, the students of Summit Academy agree that it is our responsibility to maintain and promote respect. This involves respect for ourselves, our peers, our school, and the community as a whole. We understand that the success of the Honor Code depends on the integrity of the students to abide by these principles and to educate each other.

It is the responsibility of Summit Academy students to be truthful in all circumstances. Lying is a violation of our Honor Code and entails not only expressing untruths but also omitting or shielding relevant aspects of the truth.

As a learning community, we recognize that working together enhances our individual education. For this reason, Summit Academy encourages cooperative learning. However, collaboration is at the discretion of the teacher and merits the teacher’s permission in advance.

When collaboration is inappropriate, teachers will request students to pledge in writing that they will neither give nor receive any unauthorized aid. Violations of this pledge will be considered cheating. Examples of cheating include, aiding other students without the teacher's consent, taking advantage of another student's work without his or her knowledge or permissions, and plagiarism defined as follows: the use of distinctive ideas or words belonging to another person without adequate acknowledgement of that person's contribution. To use as one's own the ideas or works of another is dishonest since with most academic writing the greater part of the thought and expression is the property of the author. Some ideas have such wide currency that all may use them freely; some words, such as clichés, are public property. But when the writer borrows what belongs to any other person, whether from a published or an unpublished work, he/she must indicate the source by way of a footnote or an internal reference, and he/she must enclose any and all distinctive words of the source within quotation marks. Neglect of these indications shall be considered academic fraud.

Finally, the Honor Code mandates that all members of the school community respect one another's person, feelings, beliefs, belongings, and the property of the school. Violations of this clause include: harassment, intimidation, vandalism, and theft.

It is the responsibility of all students to address suspected violations of the Honor Code in an honorable manner.

School Rules and Student Responsibilities

Students are expected and required to abide by the laws of the State of Qatar and the rules and regulations of Summit Academy, to conduct themselves in accordance with the accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which tends to obstruct the work of Summit Academy or to be injurious to the welfare of the school. A student who violates these general standards of conduct may be subject to disciplinary action, which could include a warning or even suspension or dismissal. See section below on "Enforcement of Rules" for further details. These school rules are established to ensure a safe, orderly, and morally centered environment for learning. The school expects parental support and cooperation.

Summit Academy students represent the school at all times, both on and off the school's premises, at school sponsored and non-school functions. As such, students' conduct may be viewed as a reflection of the school. Each student is expected to be honorable, trustworthy, polite, and considerate.

Students are expected to exhibit self-respect, as well as respect for other students, staff, the buildings, furniture, and teaching materials. Negative, aggressive behavior or inappropriate or offensive language, cheating or copying, plagiarism and theft are unacceptable behaviors and will result in disciplinary action.

It is important to note that Summit Academy is a private institution and enrollment is a privilege extended by the school and a choice made by the student and his or her parents.

SUMMIT ACADEMY GOOD CITIZENSHIP AGREEMENT

The Summit Academy student body represents more than 18 different countries and is ever-growing to include many more international students. The actions of any one student often affect the other students of our school. Thus, everyone is expected to act in a responsible and socially mature manner, to respect the property rights of others, and to follow all school rules. Students are expected to behave honorably at all times, in a manner that reflects favorably on him/herself, his/her family, and the school. In order to uphold these standards, parental cooperation is expected and essential.

By enrolling at Summit Academy, each student agrees to abide by the school's rules, and all parents agree to support the following school policies:

- I agree that my academic development is my first priority.
- I understand and fully agree with the basic rules of the honor code.
- I will not lie, cheat, steal, plagiarize, willfully destroy property or mentally or physically harass another.
- I understand that because a student's actions and general conduct may reflect directly upon the school, the school reserves the right to dismiss any student whose actions off the school property bring public discredit to Summit Academy.
- I shall take great pride in being a constructive and positive student of Summit Academy.

A healthy balance between the assertion of individual interests and the maintenance of strong ethical values and standards must exist in all activities. The school and the family share the task of creating the right balance between freedom and responsibility in the development of mature young people. In order to avoid misunderstanding, this statement and this handbook are intended to clarify the school's expectations.

Students are expected to adhere to the **Honor Code** and the Summit Academy **Good Student Agreement**. While under school supervision, behaviors such as, but not limited to the following, will be considered a violation of the Honor Code and/or the Good Citizenship Agreement and will cause the student to be brought before the Administration & Discipline Committee. The student will be brought forward to the Principal where probation, suspension, or dismissal may result. The term "While under school supervision" means any time the student is on the school premises during school hours and whenever the student is attending, participating in or being transported to or from a school-sponsored function or while engaged in an outside field trip.

1. The possession, use, or sale of any illegal substances.
2. The possession or use of any item that could be construed as a weapon. This includes play guns, knives of any sort, etc.

3. The possession, or use, of tobacco.
4. Any form of physical harassment, verbal abuse (obscene language), sexual harassment or intimidation of any kind (bullying).
5. Cheating, lying, plagiarism, collusion, theft or vandalism.
6. Using computers or telecommunications systems in an unauthorized manner or posting any personal data to public websites which are detrimental to the reputation of the school, its employees or students.
7. Leaving school premises without signed parental permission AND without specific authorization from Administration. The school does not seek jurisdiction in the private lives of its students except when, in the opinion of the Principal, a student's private behavior compromises the welfare or safety of other Summit Academy student or damages the reputation of the school.

The principle that students can learn from their mistakes--and should be given the opportunity to do so--forms the framework for consequences for social misconduct. Students will be disciplined compassionately with appropriate speed and with the intent to rehabilitate. Disciplinary action will be fair and effective based on clearly stated behavioral expectations and consequences. The school's rules and the consequences and procedures for their violation will be disseminated and applied consistently to ensure that consequences are predictable.

Harassment:

Summit Academy will ensure every individual is treated with utmost sensitivity and respect. We expect to learn in an environment where all students will be treated with compassion and respect. It is because of this fundamental goal that Summit Academy will not tolerate harassment or of any kind, whether it is of a general nature or of any of the specific examples described below, and no matter who the perpetrator may be.

The school forbids any abuse of an individual or group on the basis of a person's ethnic origin, religion, gender, or sexual orientation. Harassment includes both easily identified acts of verbal, written, or physical abuse, and more subtle, but equally damaging, forms of harassment, such as graffiti, epithets, and ethnically stereotyped remarks or "humor."

This code also applies to the protection of teachers/faculty/students in lieu of parents asserting outwardly unacceptable behavior such as inappropriate loud or boisterous behavior by verbalizing/insinuating offensive remarks to any of the parties mentioned above. This includes remarks/comments indicative to inaccurately diminishing the reputation of the school by false accusations or outwardly obnoxious behavior insulting to school.

Bullying/Hazing

Hazing generally means bullying or harassing involving any action taken or situation created that results in an individual experiencing mental or physical discomfort, embarrassment, harassment, or ridicule. An action is considered hazing if it is directed towards another for the purpose of initiating into, affiliating with, or maintaining membership in any group whose members include students, faculty, or staff at Summit Academy. Implicit in this definition of hazing is the concept of the action being taken against a targeted group (such as new students) and a power differential between the initiator of the action and the recipient. Another distinction, which often characterizes hazing, is the use of coercion in the action taken or the situation created. Hazing is defined regardless of the apparent cooperation of the recipient. Peer pressure is often a

significant part of a hazing/bullying incident and while a person may give verbal consent, circumstances surrounding the situation do not provide an opportunity for the person to choose freely.

ENFORCEMENT OF RULES

1. The Administrator will handle minor infractions of school rules such as attendance violations, use of rude, profane or vulgar language, or inappropriate public displays of behavior. Offenders will be placed on the Restricted List for a minimum of two weeks, during which time the student will lose privileges and will have to perform work for the school or have detention instead of enjoying outside break privileges.
2. Major infractions such as cheating or plagiarism, harassment, hazing, violations of law, or egregious conduct of any kind must be reported to the Administrator who will in turn convene the Discipline Committee composed of both faculty and students. After a prompt hearing, this Committee will recommend appropriate punishment to the Principal, who will make the final decision in a timely manner.
3. Possible punishments include: Behavior/Academic Infractions, a conduct warning, conduct probation, suspension, or expulsion.
4. In cases of particularly egregious misconduct, the Principal will have the authority to act immediately for the benefit of the school. In all cases, the decision of the Principal will be final and not subject to further review.

SUMMIT ACADEMY DISCIPLINE GUIDELINES

The Administration is in charge of administering the discipline policy of the school. In making decisions concerning discipline, the individual student and his/her problems will be given full consideration in terms of his or her action on the total school environment. Students will be handled in an equitable and unbiased manner that is fair to all. All resources available to the school will be employed to assist the student with his or her problem.

POSSIBLE DISCIPLINARY ACTIONS

For **MINOR** offenses:

1. Verbal warning
2. Structured study hall
3. Removal of privileges
4. Parent notification and infraction letter stating offenses
5. Parent conference
6. On campus work detail
7. Placed on “restricted list”
8. Saturday School Detention
9. Detention

For **MAJOR** offenses:

1. Referral to Discipline Committee
2. Disciplinary Probation
3. Administrative Leave
4. In-school Suspension
5. Expulsion

MINOR OFFENSES

A minor offense is an action or behavior that, while not serious, violates a school rule. A pattern of minor offenses may lead to major disciplinary action (see “Repeated Disregard for School Rules” under Major offenses). Minor offenses include, but are not limited to, the following:

1. Failing to be on time for any school obligation.
2. Dress Code Violation.
3. Using profanity or other inappropriate language.

4. Unauthorized use of electronic devices during school hours (ipod, cell phones, cameras, etc.) .
5. Being disruptive or disrespectful in a class or other school activity.
6. Failing to follow attendance procedures (i.e. signing out when leaving school, submitting proper forms for planned absences, speaking to teachers when missing class for a school-related activity).
7. Roughhousing, running, or playing games in or around the school building.

The following offenses, while still considered minor, will automatically result in Saturday School.

8. Participating in a school-related event or activity after failing to attend a class or classes on the day of the event or activity.
9. Failing to serve the “discipline action” for a minor offense.
10. Being asked to leave a study hall or class as a result of being disruptive or disrespectful.

Disciplinary ladder for MINOR offenses:

1st – 3rd offense (in a Term) Disciplinary action for Minor offense and parent contact

4th offense (in a Term) Saturday school and parent conference.

5th offense (in a Term) Discipline Committee hearing *

*As a result of this hearing, conditions of continued enrollment may be placed on the student.

MAJOR OFFENSES

A major offense is a serious violation of the standards of the community. Major offenses can lead to expulsion regardless of whether or not one is on Disciplinary Probation. Major offenses include, but are not limited to, the following:

1. ANY VIOLATION OF THE HONOR CODE (suspected violations will go before the Disciplinary Committee).
2. HARASSMENT: This includes hazing, sexual harassment and verbal or physical abuse.

3. **PHYSICAL AGGRESSION OR FIGHTING:** Summit Academy will not tolerate hitting, kicking, pushing or any other act of physical aggression, intimidation or fighting.
4. **UNSAFE PRACTICES OR POSSESSIONS:** In order to insure the safety of our students, Summit Academy does not allow students to place themselves or others in danger through their actions or possessions. Possession of weapons or dangerous devices is forbidden. This includes but is not limited to the following: Guns, ammunition, knives, air rifles, slingshots, paint ball guns and other similar devices. Carrying a replica or facsimile of any of the above would also be considered a major disciplinary offense.
5. **RECKLESS ENDANGERMENT:** Students may not engage in dangerous pranks or activities that pose a threat to them or other members of the community.
6. **WILLFUL DISOBEDIENCE OF OR DISRESPECT FOR A FACULTY OR STAFF MEMBER.**
8. **USE OR POSSESSION OF CIGARETTES OR OTHER FORMS OF TOBACCO.**
9. **LEAVING SCHOOL PREMISES WITHOUT PERMISSION.**
10. **THEFT OR VANDALISM.**
11. **ALTERING OFFICIAL RECORDS.**
12. **TAMPERING WITH COMPUTERS:** Altering school-owned software or the hard drives' configuration in any way. Copying software under copyright, tampering with computer security codes and/or tampering with files of others. Inappropriate use of the Internet or email.
13. **REPEATED DISREGARD FOR SCHOOL RULES.**
14. **UNAUTHORIZED PUBLICATION AND DISTRIBUTION OF MATERIALS.**

STUDENT BEHAVIOR NOT PREVIOUSLY COVERED - Any action on the part of a student that would jeopardize the health, safety, welfare of our school community, not previously cited, may result in that student being removed, suspended or dismissed.

Disciplinary ladder for MAJOR offenses:

1. Parent conference.
2. Referral to Discipline Committee.
3. Disciplinary probation.

4. Emergency Removal.
5. In-school suspension
6. Expulsion

DISCIPLINARY PROBATION

Disciplinary Probation status is notice to students and parents that the conduct of a student has placed in jeopardy his or her continuation as a Summit Academy student. A student may be placed on disciplinary probation for a specified period of time after commission of a major disciplinary offense or the commission of a series of minor offenses.

The status of all students on Disciplinary Probation will be reviewed at the end of each term. At that time, the Disciplinary Committee will consider the nature of the offense, the length of probation and the student's progress during the time of sanctions. One of the following decisions will be made:

- the student will remain on Disciplinary Probation for the next term
- the student will be removed from Disciplinary Probation

Students are representatives of Summit Academy when involved in all aspects of school life including co-curricular activities, athletic team membership, clubs and performing arts events. As such, they should be representatives in good disciplinary standing. Students who are on Disciplinary Probation

- are NOT eligible to serve or continue as Class Officers, Team Captains or hold major leadership positions in the Summit Academy community
- are ineligible for consideration for major leadership award recognition
- are ineligible for field trip or extracurricular activity privileges

DISCIPLINE COMMITTEE

In consultation with the Principal, the Guidance Counselor will deal personally with routine rule infractions. When a major violation is reported, the Guidance Counselor will conduct an investigation. If the investigation determines that a serious violation did in fact occur, the Guidance Counselor will promptly call a meeting of the Discipline Committee. The Discipline Committee is charged with hearing the facts of the case and making a recommendation for action. The Guidance Counselor will then inform the Principal of the Discipline Committee's recommendation. Before the Discipline Committee meets, parents will be informed about the incident and accusations made against the student. The parents will then come to meet with the

Principal or School Administrator . At this time, The Guidance Counselor will explain to the parents and student the procedures for the Discipline Committee as listed below:

1. The parents have the option to withdraw their child from Summit Academy at any point before the Committee meets. A student who chooses this option will not be allowed to re-enroll at Summit Academy.
2. The student is excused from school pending convening of the Discipline Committee.
3. Later that day, the Guidance Counselor will contact the parents as to the date, time, and place of the committee meeting.
4. The Administrator will contact the family to answer any further questions about the process of the Discipline Committee.
5. The student, parents, and one advocate for the student will come to the main office at the time of the committee meeting.
6. The committee consists of two groups:
 - a. Non-voting members:

Facilitator – Administrator

Observer – from secondary staff
 - b. Voting members:

Three staff members

Two students
 - c. Student, parents, and advocate will each speak to the committee about the incident.
 - d. Committee members will ask any questions about the incident during the meeting.
 - e. After student and family leave the meeting, the committee members will deliberate and the voting members will make a recommendation to the Administrator and the Principal.
 - f. The Administrator will contact the family that evening.

- g. The family may wish to discuss the decision with the Principal. An appeal will be granted if new information is received or proper procedure was not followed.
- h. In the case of an appeal, the Principal will review all pertinent information and make a final decision.

The voting members of the Discipline Committee typically include three staff members and two students. Member selection for the committee will occur on a rotating basis from the Discipline Committee Membership. On some occasions other staff members or students may be called to attend when their presence would be helpful or necessary to represent fully and fairly the facts in the case.

SUMMIT ACADEMY STUDENT RIGHTS

All students have the right to attend school without being harmed, harassed, or compromised by the behavior of their peers or teachers.

All students have the right to a school climate in which they feel comfortable, safe and at ease with their learning environment.

All students have the right to receive up-to-date information about their academic status and have the ability to enhance their status by discussing their grades with their teachers and the Principal and by devising ways and means by which to improve their situation.

Statement of Understanding

The school requires that students and parents carefully read and discuss this statement and signify their understanding of it by signing below.

Since one of the keystones of independent education is the free choice made by parents and students to become part of a particular school. Summit Academy assumes that parents and students are aware of and are willing to abide by the rules and expectations under which this school operates. Whatever the personal values of parents or students regarding particular rules, the registration of a student at the Summit Academy represents a commitment to abide by the rules and disciplinary procedures as published in the student handbook and as traditionally practiced in the school.

Consent and Agreement

to Understanding the Rules and Regulations of Summit Academy

and agree to abide by them as the 3-point Triad Agreement of Student/School and Parent(s) of

I have met the obligations of providing the following requirements necessary for the student to succeed at Summit Academy & I understand all the stipulations relating to each of the following areas as follows:

Attendance Requirements: No more than 18 days absent per year or make up is required: _____

Financial Obligations: Understand that payment must made to attend classes _____

Homework Policy: Parental Signature is required in the Homework Diary each week: _____

Read & Understood the **Cell Phone Policy & Usage of Unauthorized Equipment:** _____

Contribute to your Child's Development of Sound Values and Moral Growth: _____

- Support and Pro-actively participate in meetings, conferences & school events

Yes, as Parent _____ of

(name)

Student _____ Gr. & Sec. _____

(name)

I agree to the rules and regulations as read in the Summit Academy Handbook and agree to abide by them.

Approved: _____

(Principal)

Original to be kept in Student's File and copy to be provided to parent/student.