



SUMMIT
MIDDLE
SCHOOL

1703 NW 150th St.
Edmond, OK 73013

Main Office:(405) 340-2920
Fax:(405) 340-2933
Attendance:(405)726-6072
Cafeteria:(405) 340-2932



STUDENT HANDBOOK

WELCOME TO SUMMIT

Meet The Team

Administration



Michael DeForest
Head Principal
6th Grade



Wendy Smelser
Assistant Principal
7th Grade



Wes Self
Assistant Principal
8th Grade

Counselors

Amy Koslowski
6th Grade
405-726-6004
amy.koslowski@edmondschools.net

Leslie Smith
7th Grade
405-726-6005
leslie.weber@edmondschools.net

Jarrold Jameson
8th Grade
405-726-6006
jarrod.jameson@edmondschools.net

Front Office

Shannon Edwards
Principal's Secretary

Monica Callender
Attendance Secretary

Loretta Jones
Registrar

Amy Cowdrey
Financial Secretary

Jessica Johnson
School Psychologist

Joy Riggs
School Nurse

Deputy Correa
School Resource Officer

Tracy Taloff
Cafeteria Manager

Get Connected

Summit offers many different ways to stay connected and receive the most up-to-date information. Check out the different ways below:



[Summit Middle School Facebook Page](#)



Add our site calendar to your own Google Calendar!

Summit.middleschool@edmondschools.net



Communication with teachers is essential. All teachers email addresses follow the same format:

firstname.lastname@edmondschools.net



Register for Infinite Campus Parent Portal following the instructions that are automatically emailed to you or you may visit the [EPS website](#).



You may also download the mobile app to stay up-to-date on your student's grades and attendance.

Grading

Grading Scale

Grades are calculated using a weighted scale. Assessments will weigh more than daily work. Each teacher will go over the weighted scale for their individual class. As a Summit student, you will be expected to achieve and maintain your best effort in each class. You have the responsibility of keeping yourself and your parents informed of your progress. The teacher will use multiple assignments, tests, and projects to determine student learning. Grades will be calculated based on a cumulative semester average. Families can also access grades via the Parent Portal through Infinite Campus.

Report Cards

The ability to monitor a student's attendance, grades, and any assignment information can be securely viewed from an internet browser at home, office, or public library through Infinite Campus. This secured access requires an internet connection as well as a confidential username and password. If you have not signed up to view your student's information via Infinite Campus, you may do so by downloading the app and following the registration directions. More information concerning Infinite Campus can be found on the [Edmond Public Schools Website](#).

If you do not have access to a computer or internet, you must complete a written request form available in the office to receive a printed copy of your student's progress report/report cards. All printed progress reports/report cards will be available for pickup by the parent or student in the counseling office at the end of a grading period.

Make-Up Work

Communicate with your teachers regularly! Students must make arrangements for make-up work due to absences. The procedure is as follows: upon returning to school, students receive one day (calendar school day and evening) for each day out, plus one additional day/evening. Students who miss school to participate in school activities do not have an extra day to complete assignments; work will be due upon return from the activity. Missed tests must be coordinated with the teacher.

Study Hall

Students may be required to stay after school to complete assignments or receive additional instruction. Study hall is by assignment only. A bus is provided after for students who are assigned study hall by their team of teachers. There are a limited number of students assigned to team study halls as well as administrative study hall/detention. Students cannot attend study hall without being assigned by a teacher or administrator. Students who are not in an assigned study hall may not ride on the Study Hall bus.

Principal's Honor Roll

Seventh and eighth grade students will have the opportunity to earn membership in Edmond Honor Society with a cumulative grade point average (GPA) of 4.00 and up and Principal's Honor Roll with a cumulative GPA of 3.75 to 3.99. Membership is based on the grades earned in the previous two semesters before the ceremony, which occurs during the spring semester.

Eligibility

New School Year

A student must be passing five classes from the previous year or semester. If not, the student will not be eligible to participate during the first SIX WEEKS of the next semester. A student regains eligibility by achieving passing grades in ALL SUBJECTS at the end of a six-week period. Students enrolled for the first time must comply with the same requirements of scholarship.

Weekly Eligibility During a Semester

The Oklahoma Secondary Schools Activities Association (OSSAA) has established strict policies and procedures regarding scholastic eligibility for 7th and 8th grade students. In adherence to these rules, we are required to do weekly grade checks on Wednesdays to determine eligibility for every student involved in a competitive activity (interschool athletics, band, vocal music, and orchestra). Student eligibility will be checked starting the fourth week and each succeeding week thereafter.

A student must be passing all subjects in which he/she is enrolled. If not, the student will be placed on probation for the next one-week period. If the student is failing one or more classes at the end of the probationary one-week period, the student will be ineligible to participate during the next one-week period. Week periods will begin on Monday and end on Sunday. Coaches are notified weekly of students who are on probation or ineligible. A student who is not passing all subjects will be notified by the coach. EACH STUDENT IS RESPONSIBLE FOR INFORMING THEIR PARENT CONCERNING THEIR ELIGIBILITY STATUS. A student who is failing for two consecutive weeks will be ineligible to participate in any activity the second week. A student who has lost eligibility under this provision must be passing all subjects to regain eligibility.

FERPA

The Family Education Rights and Privacy Act (FERPA) affords certain rights to Parents and Eligible Students in regard to Educational Records that are maintained by schools and universities. FERPA is extensive and is far too robust to include in this handbook. For more information about FERPA please visit <https://studentprivacy.ed.gov/>.

Proficiency-Based Testing

Proficiency-Based Promotion is a system which awards credit for students' knowledge in the core curriculum areas: foreign language, social studies, mathematics, science, and English. All students in grades K-12 currently enrolled in Edmond Public Schools wishing to demonstrate proficiency are eligible to take proficiency-based examinations. Students taking the tests for the core curriculum in grades 6-8 who receive at least a 90% on an assessment will be able to progress to the next level of the subject area. Tests are administered twice per year usually in May and July.

For further information regarding Proficiency Testing Applications, please refer to "Testing" on the Edmond Public School [website](#).

Student Retention

State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District's appeal process. The decision of the Board of Education shall be final.

Attendance

Responsibility

In order to be successful in school, good attendance is imperative. Students should be on time for their first class, which begins at 7:40 a.m. If you must be absent, your parents should call the school's attendance secretary by 11:00 a.m. each day of your absence. The number is 405-726-6072. To receive an excused tardy, it is your responsibility to have a written excuse or to be accompanied by a parent or guardian. Chronic tardiness (excused or unexcused) is a serious problem that will be addressed with consequences such as detention or AISP. School board policy number 4205R addresses middle school absenteeism. The policy notes that students are allowed nine absences per class period per semester. (School activity, illness, medical absences, and religious observances do not count in the nine absences.) The tenth absence may require the student to make up time at school to be determined at the principal's discretion. The ten-day limit may be extended by the principal due to a child's extended illness or hospitalization. When a student has accumulated 18 absences in a class period, they may be required to meet with the Attendance Review Committee to discuss the student's placement for the next year. The Truancy "Compulsory Education Law" procedures will be followed (Oklahoma Statutes, Title 70, Sec. 10-106). To read the full attendance policy for middle school students click [HERE](#)

Checking Out

If you must leave school before the end of the day (illness, orthodontist, etc.), only your parents, guardians, or those designated on your office registration card may sign you out through the attendance office. Students should not be checked out for lunch by anyone other than their own parent(s), legal guardian(s). It is requested that students only be checked out for special occasions to limit the possibility of being tardy for their afternoon class.

School Activities

Students may not be allowed to participate in after school or evening activities if they are absent with an unexcused absence the day of the activity or if they are serving a suspension. The school cannot assume responsibility for students when they leave the supervised activity and/or area.

Procedures

Before and After School

Students are not allowed on campus before 7:10 a.m. Students arriving at school before 7:40 should wait in their first hour classrooms. After school, the building should be clear of all students by 2:25 unless they are participating in after school athletics, with a teacher, in detention, or placed in after school study hall. Students staying after school need to be in their assigned location by 2:25. Those students not riding the bus need to be picked up or leave campus no later than 2:40.

Backpacks

Students will be allowed to carry their belongings in a backpack or binder with them to each class.

Cafeteria: Breakfast & Lunch

Students may purchase a school lunch or bring one from home. Students wishing to purchase school lunches may open a lunch account. The student may deposit money in the account and access the money by use of their student ID number. Parents can now manage their student's lunch account from the internet. Log onto mypaymentsplus.com to register. The cafeteria cannot accept deposits after 9:30 a.m. daily. Without money in the account, a student must pay cash for lunch and breakfast. A plate lunch of four items (entrée, two vegetables/fruit/bread, and drink) may be purchased for a reasonable price. Additional ala carte items (water, chips, muffins, ice cream, drinks, etc.) may be purchased with cash for an additional cost. There are several serving lines from which students may select a variety of plate lunch items.

The following procedures will assist in making lunch a pleasant experience: Eating area should be left clean and all lunch items removed from the tables. Lunch is to be eaten in the cafeteria. No food/drink is to be taken from the cafeteria to be eaten later. Follow the directions of the duty teachers. Do not cut into the lunch line. Take your turn and do not save places. Throwing food or other items in the cafeteria can be dangerous and disruptive. Students who choose to engage in such activity are subject to swift and serious consequences. Students are required to stay on the school grounds during lunch. Lunch duty teachers are in the cafeteria and outside during lunch each day to assist and supervise students. Students should not be checked out for lunch by anyone other than their legal guardian(s).

Cafeteria: Breakfast & Lunch (continued)

Parents are reminded that we have a limited amount of time for students to eat lunch (30 minutes). Although we appreciate the desire of parents to take students out for special occasions (birthdays, etc.), when students arrive late in classes after lunch, it does disrupt classes and affects the class routine. Parents may bring lunch to school for their children only. Bringing items like pizzas for several students often causes problems in the cafeteria. Please arrange in advance for your child to come by the office to pick up lunches. Calling into a classroom is disruptive to learning. Due to space and safety issues, we cannot permit adults and non-Summit students to eat in the cafeteria during lunch periods.

Visitors

All visitors must check in at the office. School Board policy prohibits non-Summit students from attending school with you. Siblings and other adults are not allowed in the halls during the school day. No visitors are allowed in the cafeteria during lunches.

The Summit Campus

The Summit campus is a closed campus. Once students arrive on the grounds, they must remain on campus until they are properly checked out through the office or are on the way home after the school day ends. School hours for students are from 7:10 a.m. until 2:20 p.m. Students should not arrive on campus until 7:10 a.m. as supervision begins at that time. Students need to be in their first hour classes prior to the 7:40 a.m. bell. Students not eating breakfast must report to their 1st hour class when arriving and must remain there. Students who leave the campus without authorization may be assigned Alternative In-school Placement or out of school suspension.

The Summit Campus (continued)

For the safety of students, it is required that all students be picked up within 30 minutes of the end of the school day or extra-curricular activity. If there is an emergency situation where your student cannot be picked up within 30 minutes, please communicate this to the school office/activity supervisor. Please realize we have the safety of your student in mind as there is no supervision following the 30 minute time period after an event. Students will also need to be picked up in a timely manner after school extracurricular events. Repeated failure to be picked up in a timely manner will result in a student not being allowed to attend future extracurricular events.

Counselors

School counselors may provide assistance or guidance with school related matters. To talk to a counselor, students may complete the google form available on canvas.

Telephone

Students will be permitted to use a school telephone if they are ill, need medication, or if the school changes plans unexpectedly (for example, sports practice or a game is canceled). Using the office phone for making plans, which can be arranged before arriving or after leaving the school, is discouraged. Students must have a pass from their teacher to use the office phone during the school day. If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered. In the case of an emergency, the message would be delivered as soon as possible. Messages called into the school after 1:45 p.m. are sometimes not possible to deliver before school ends. Please make sure your parents are aware that messages received after 1:45 p.m. may not be delivered.

Lost & Found

All lost and found items should be turned in to the office. Items not claimed within a reasonable time will be given to a charitable organization. Remember to label all personal items. There is a lost and found bin in the commons adjacent to the elevator. Smaller items such as cell phones or jewelry will be held in the front office.

Valuables

We are always amazed by the number of valuable items which students bring to school. It is not unusual for the items to become separated from their owners. It is almost impossible for us to return property to the owners without proper identification. PLEASE LABEL ALL ITEMS CLEARLY WITH THE STUDENT'S NAME. Names written in paint pen or permanent marker inside jacket sleeves or on shoe tongues are easy for adults to see and difficult to remove. DO NOT BRING EXPENSIVE JEWELRY ITEMS TO SCHOOL. They are too easily lost or misplaced. DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL. Middle school students should not carry more than lunch money. Often students will bring special holiday or birthday money to school. Lost money is almost impossible to recover and return to the owner. Again, DO NOT BRING VALUABLE ITEMS TO SCHOOL! The school is not responsible for lost, stolen, or damaged property.

Media Center

The Media Director will be happy to assist students in the use of books, Chromebooks, and computer software. Library hours are from 7:15 a.m. to 2:00 p.m. Guidelines will be: Books circulate for two weeks; playaways for one week. Some materials will be put on reserve and checked out overnight only. A notice of overdue material will be sent to a student via email. You are responsible for materials when you check them out. Any damaged, stolen, or lost items will be your financial responsibility. Summit does maintain a collection of books on young adolescents, which we make available to parents through your child's check-out card.

Textbooks

Textbook curriculum is provided online and is accessible using a student Chromebook.

Deliveries for Gifts & Lunch

We enjoy Valentine's Day and Birthdays at Summit as much as anyone. However, you can imagine how difficult and disruptive it would be to receive gifts for 1000 students. With this in mind, flowers, balloons, or gift deliveries are discouraged and will not be delivered to the student during the school day. Thank you for understanding. It is also extremely disruptive to call students to the office to receive a lunch delivery. If a student calls home to report a forgotten lunch, please alert them to go by the front/lobby office to pick up their food on their way to lunch. This will reduce the number of calls into the classroom disrupting learning. We do NOT allow parents to provide lunch for anyone other than their own child. Multiple pizzas or food items will not be accepted for student delivery including second party food delivery service providers (e.g. DoorDash, Grubhub, Postmates, Ubereats, etc.)

Change of Address/Phone

If you have a change in your name, address, or phone number, please make this change in Infinite Campus as soon as possible. There are times when we must contact parents, so please notify us when a parent's work number changes, especially cell phone changes.

Policies

Transfer Students

School Board Policy #[4845](#)

If a student transfer exception has been approved, it is for the current school year only unless marked permanent. However, the school principal may revoke transfers if the student's grades, attendance (absences and/or tardies), transportation arrangements, or behavior reach an unacceptable level.

Electronic Devices

School Board Policy #[5720/5720R](#)

Our goal is to have students and educators collaborating in rich engaging learning experiences using technology. Students may not bring their own technology and/or utilize personal electronic communication devices at school. Each student is issued a Chromebook. The Chromebooks will be utilized for in-class instruction and should only be used for school related purposes.

Soliciting

School Board Policy #[4550](#)

Posters publicizing activities must be approved by the principal before being displayed. Organizations that are not school-related cannot advertise in the school. Students are not allowed to sell items at school as part of out-of-school fundraisers.

Bullying

School Board Policy #4420

Harassment, intimidation, or bullying, whether verbal, physical, or written is not tolerated of Summit students. This includes repeated demeaning remarks, implied or explicit threats, demeaning jokes, unkind jokes, stories, or activities directed at a student, or unwelcome physical contact.

Sexual Harrassment

School Board Policy #4420

Sexual harassment in any form will not be tolerated. If any student believes that they are being sexually harassed, they are encouraged to report any incident to their teacher, counselor, or building administrator. Information received will remain confidential, and all sexual harassment complaints will be investigated.

Proper Dress

School Board Policy #4510

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. It is the intent to restrict extremes and indecency, which will detract from the main purpose of the educational program. Dress and grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited.

Student Behavior Policy

School Board Policy #~~440~~1

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Edmond Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Transportation

Riding a bus is a privilege that may be lost if behavior is inappropriate. All students are given a copy of the bus rules in a Bus Rider's Handbook to be signed by both the students and a parent or guardian. On the bus, students are under the direct control and supervision of the driver. If there are problems, the driver will file a written report with the transportation administration and appropriate action will be taken by the bus principal.

All district policies regarding dangerous weapons and drugs apply to all students, whether at school or on a bus. Standards of behavior should be the same as in the classroom. See the Bus Rider's Handbook for a complete list of Bus Policies and Procedures. For emergencies, the Transportation Department phone number is 405-340-2962.

Skateboards & Bicycles

Skateboards will not be permitted on the campus at any time and should not be used as a means of transportation. If a skateboard is brought to school, it will be kept in the office until a parent can come to get it. The Edmond Board of Education has not approved the use of motorcycles on middle school campuses. Bicycles should be parked in the bike area when school begins. They should remain parked and locked until dismissal at 2:20 p.m. Summit cannot be responsible for the security of bicycles parked and locked on campus.

Health & Wellness

First Aid

If ill or injured, please report to your teacher, and then to the office for assistance. Do not go to the restroom alone if you are feeling ill. Let a teacher know of any problem or discomfort, and follow your teacher's recommendation. Your parents will be notified if necessary. If they are unavailable, those listed as emergency contacts will be contacted. If you are involved in an accident at school, please report it to a teacher or administrator.

Medication

State Law binds the school on procedures regarding medication. The procedure is very strict because medication can be very dangerous if it is misused or abused; therefore, the following procedures will be followed: Only medication, which has been prescribed for a student by a physician, can be administered by school personnel.

Medication (continued)

This includes non-prescription or over-the-counter medication. Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician's name, the name of the medication, and the directions.

For medication to be administered at Summit proper paperwork must be completed. Appropriate forms are available in the office upon request. No student should have medication or a chemical substance at school unless it follows the prescribed procedure and has been properly checked in for safekeeping in the office. Violation of this procedure can result in serious disciplinary consequences with possible suspension out of school. For the complete policy on medication click [HERE](#).

Tobacco

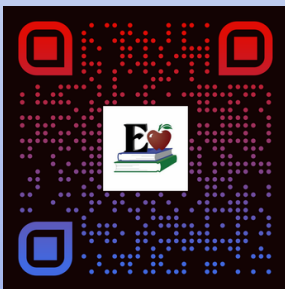
Tobacco in any form, or tobacco products of any kind, or smoking related paraphernalia such as vape liquid, lighters, matches, cigarette papers, etc., shall not be used or possessed on school premises by students. This includes electronic smoking devices such as vapes. Tobacco shall not be possessed or used by students while attending any school-sponsored event outside school premises or while transporting to or from such an event. Consequences for this offense may include out-of-school suspension and notification to law enforcement.

Questions or Concerns?

If you have a question about the policies or concerns about your student, please contact the grade level counselor or administrator. We are always happy to answer your questions. The best way to contact us about non-emergency issues is via email. The email addresses of teachers, counselors, and administrators can be found on the [school website](#). The main number for the school reaches a secretary that can forward phone calls. The school number is 405-340-2920.

MORE RESOURCES

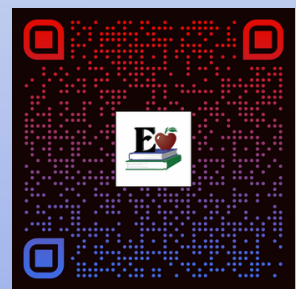
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