# Summit School Handbook

WASC Accredited School

Revised 2026

## *Summit School*

*at the San Antonio Campus*

650 Carne Road
Ojai, CA 93023
(805) 640-4300 X 1360

OUSD Independent Study

www.ojaiusd.org

**Important Note:**
The Student Handbook is updated annually & policy adoption/revisions may occur throughout the year.

## Summit Staff Directory:

| | | |
|---|---|---|
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**Welcome to Summit Independent School!**

Dear Students and Families,
Summit School welcomes you to our unique and vibrant learning community. Summit offers independent study to students in grades TK-12 throughout the Ojai Unified School District. Our school provides a viable alternative to students. Many of our students require our flexible schedule in order to pursue interests in athletics or performing arts, and many parents enroll their children with us because they are committed to homeschooling. It is a program for families who teach their children at home. We value and support our parents who volunteer to play such an essential role in a student's education.

The program for children in grades Kindergarten through Grade 12 is aligned with the California Content Standards. Since this is a collaborative educational effort between the parent/guardian and advisor/teacher, a great amount of communication concerning academic success and/or areas for improvement and enrichment will occur. We look forward to this meaningful partnership. We offer a range of high school diploma pathways that can include: high school diploma, college prep diploma, junior college dual enrollment & CCAP courses (in-person junior college classes at our site).

For academic success, we encourage you to establish a permanent study area or station for your student. It is also helpful to have a daily schedule that is followed as this teaches the student how to budget time. Designing a schedule with your child is a meaningful activity. Your Summit Teacher-Advisor is here to support you in this process too.

Celebrate your student's successes and be careful to balance their life with visits to places of interest, shared reading with your student, and time for your child to pursue their own interests and talents.

As an independent study school, we comply with the law AB 130 (see more information below) and also offer two optional days of Summit School in-person workshops. We are committed to educating your child both academically and social-emotionally.

# Summit School

## Vision

To be a nurturing and flexible space of learning where community and innovation connect, empowering every student to grow into a resilient, compassionate, and lifelong learner who is college and career ready.

## Mission

Nestled in our unique setting, Summit School's mission is to cultivate the whole child by blending academics with dynamic partnerships. We are dedicated to fostering emotional well-being, social responsibility, and intellectual curiosity, ensuring every child thrives academically and personally. We provide a safe, inclusive, & nurturing public independent study school, where students feel secure to explore, create, & learn.

**Summit School & Ojai USD Communication Platform - Parent Square**

It is essential for your family to sign up for our district and school site communication platform, Parent Square. All Summit teacher-advisors and office staff will use this platform to communicate with families. If you have any questions on how to sign up, please contact the school site office or district office.

# Student Expectations

**Student Responsibilities and Rights**

All students are expected to comply with school regulations, to pursue the required course of study and to accept the reasonable authority of the principal and the school staff. A primary goal is for the student to grow and develop self-direction and self-control. Students in route to or from school or in attendance at school functions are subject to the authority of the school.

**OBJECTIVES, METHODS OF STUDY, METHODS OF EVALUATION, AND RESOURCES:**

The student is to complete the subject/courses agreed upon in the student's signed master agreement. Subject/course objectives reflect the curriculum adopted by the district's governing board and are consistent with the district standards, as outlined in the district's subject/course descriptions. Methods of study may include written assignments, essays, projects, oral reports, multimedia products and other methods. Methods of evaluation include, but are not limited to, publisher assessments, teacher-prepared assessments, project completion, portfolio assessment, oral presentation, and demonstration of skill attainment. Resources and materials include texts, audio/visual materials, workbooks, computer activities, projects and personnel to assist the student in meeting the objectives.

**VOLUNTARY STATEMENT:**

Independent study is an optional educational alternative that students voluntarily select. All students who choose independent study must be offered the alternative of classroom instruction, and they must have the continuing option of returning to the classroom.

**EQUITABLE PROVISION OF RESOURCES AND SERVICES:**

The independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and the students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

**AB 130 REQUIREMENTS:**

Summit School must offer the following live interactions and synchronous instruction offerings. Students who do not attend at least 50% of the synchronous instruction will be placed in tiered reengagement.

| AB 130 | Description | Grades | | |
|---|---|---|---|---|
| | | TK-3 | 4-8 | 9-12 |
| **Live Interaction** | Maintains school connectedness, ex: wellness check, progress monitoring, instruction. Can be in-person, online or by phone | | Once per day | |
| **Synchronous Instruction** | Classroom style instruction delivered in-person or online. Must include live two-way communication | 1 hour per day | 1 hour per week | |

**TIME VALUE OF WORK PRODUCTS AND LIVE SYNCHRONOUS INSTRUCTION MINUTES:**

Work products combined with Live Synchronous instruction account for a student's daily minutes. In order to have maintained attendance each day, students must show evidence of work products and live synchronous instruction for the following number of minutes each day, including maintaining a weekly attendance log. .

| Number of Minutes Required for Daily Attendance | | |
|---|---|---|
| TK-K | 1st-3rd | 4th-12th |
| 180 minutes | 210 minutes | 240 minutes |

Students may also be required to attend meetings or programs at times other than the designated appointment time, including but not limited to, state mandated and/or district assessment, school counseling/advisement meetings and other meetings appropriate to the students and program. Students should be picked up/dropped off no later than or before 15 minutes to appropriate meeting time with the teacher or class. Reporting of grades of academic progress will occur at the end of each semester and will be sent home digitally.

**ASSIGNMENTS:** Two missed meetings may result in re-determine whether independent study is an appropriate strategy for this student. Summit teachers will collect work samples for each subject area approximately once per month or every 20 days. 20 days is the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the work. The work must be satisfactory and there may be no more than 20% missing assignments.

## Grading Policy

**GRADING FOR K-6 STUDENTS**

Students in grades Kindergarten through grade 6 are graded according to their progress toward standards of their grade level. Progress is determined through a combination of work samples and standards based assessments (formative and informative). The following are descriptors of the grading system:

**MS = Meets Standards**

- Is working beyond grade level standards (exceeds) or has mastered standard (meets)
- Work samples and assessments reflect mastery of standards

**MPS = Making Progress Towards Standards**

- Is working to master grade-level standards
- Work samples and assessments are making progress towards grade-level standards

**NMS = Not Meeting Standards**

- Work samples and assessments are not meeting grade-level standards

## Workshops or Online

Our TK - 12th Grade Summit Teacher-advisors will provide asynchronous materials for independent study..

Our TK-8th Grade offers in-person 2 hour workshop opportunities twice a week or a student can be connected to their Summit teacher-advisor online. A parent-guardian role in their student's education is naturally more involved before high school. At an independent study school, the parent/guardian is considered the primary teacher.

Our high school also offers a variety of high school diploma pathways and workshops to earn a diploma. Some workshops are modeled with project based learning. A student can be entirely on-line or have in-person workshop experiences. We host a traditional high school graduation ceremony at the end of every school year.

**GRADING FOR 7-12TH GRADE STUDENTS**
Students in grades 7-12th are graded according to their progress toward standards of their grade level. Progress is determined through a combination of work samples, and standards based assessments (formative and informative). The following are descriptors of the grading system:

- **A (90–100%)**
- **B (80–89%)**
- **C (70–79%)**
- **D (60–69%)**
- **F (59% and below)**

**A- G Summit Diploma: grades must be C or higher**

**Summit Diploma: grades must be D- or higher**

Dual Enrollment Grades are provided by the college

## High School - Add/Drop Due Dates

Drop/Add due dates: Second Friday in September & First Friday in February - No schedule changes will occur after these dates.
Schedule request form must be completed and received before the due dates listed above.

If your student is enrolled in junior college due enrollment courses, they need to meet the junior college add/drop deadline dates.

## About our Learning Ecosystem

- **Parents and Guardians Responsibility** - Learning primarily takes place outside the classroom. In TK-5, parents/guardians are the primary deliverers of the educational curricula and as such, are actively involved in working alongside their students. As this is an independent study program, the parent(s)/guardian(s) acknowledge and accept the primary role in directing and implementing the student's daily educational program. School-offered workshops and enrichment are supplementary resources and do not supplant the parent's responsibility for ongoing instruction.
  In 6-12, students are able may work more independently, but parents/guardians still play a key role in supporting their child's educational program. We offer a variety of high school diploma pathways.
- **Summit Teachers** - support for academic standards-based learning taking place at home. Support can include in-person workshops & meetings with teacher-advisors.

**Attendance Log**

- Parents and/or students will fill out a weekly attendance log describing their weekly educational activities.
- Students must complete a designated amount of minutes each day of standards-based academics.
- Please note that these minutes need to be completed by the end of the instructional week. For this program, the instructional week will count from Monday through Sunday. Students are not expected to work on the weekends (Saturday and Sunday) but they can count academic activities during the weekend to count towards their weekly minutes.
- Academic activities should include weekly standards-based instruction in
    - English Language Arts: including a balance of writing, reading, discussions (recommended daily)
    - Math (recommended daily)
    - Science (recommended 3 + times per week)
    - Social Studies (recommended 3 + times per week)
    - Physical Education (recommended daily)
    - Other activities can include social emotional learning; arts (visual and performing arts); foreign language; electives
- Activities that can count towards instructional minutes can include (and are not limited to) the following:
    - At home standards based instruction- using the Summit Canvas courses (for grades 4-6); using standards-based curriculum; Edgenuity; project based learning.

**FAQs about the Attendance Logs**

- **Does This Mean My Child Needs to Sit Down and Do Work for 4 Hours Per Day?** Not necessarily. There is a broad umbrella of what counts as instructional time. This ranges from a traditional schooling model to more of an experiential learning model. Please consult with your teacher to learn more.

- **How Long Will It Take to Fill out the log?** Filling out the log should take only about 5 minutes per day.
- **When Does This Start?** Please begin logging hours starting **Tuesday, January 21st**. This will be a trial period, so don't worry if it feels confusing or overwhelming at first. Try it, and bring questions or concerns to our **Parent Workshops** (see below).
- **Instructions and Examples:** See Google Slides with detailed instructions and examples linked here: Weekly Attendance Form Slides
- **Can I copy and paste my schedule if it's generally the same each day/week?** If your schedule is generally consistent, you can copy and paste lessons and activities into other days or weeks.
- **What If I Don't Have Gmail?**
  Here are your options:
    - Access the spreadsheet via your child's school email (ask me for this). It works on all devices.
    - Create a Google Account with your existing email.
    - Create a Gmail account specifically for this purpose.
    - Complete your attendance logs on paper (instead of digitally)

## About Attendance

- Teachers verify attendance based on completed weekly attendance logs and completed monthly work samples.
- If students/parents fail to turn in the required work samples and weekly attendance logs by the appropriate due date, the students will be counted as absent for that period. Students do not receive credit, and the school does not receive its funding.
- Illness and family emergencies are considered excused absences as in a traditional school. Students are required to call their teacher prior to the absence.)

## Our Partnership and Roles

The purpose of the work assigned to each student at Summit School is to assign an appropriate quantity of work for each student at each grade level. Working at home is meant to be a positive learning experience for each student. As students work at their own pace, they learn to be independent and responsible for completing tasks. The Summit Independent School experience will be the most successful when the teacher, student, and parent work together as a team as described below:

**The teacher will:**

- Provide the parents with an estimated amount of time that the student should spend doing schoolwork (see "Weekly Attendance Log" section).
- Assign work that is appropriate in quantity and content for each student at each grade level.
- Communicate the due date of work samples to parents and students.
- Contact the student's parent(s) immediately if there is any concern with the homework that is being produced.

- Work with parents and students to design a learning plan for appropriate student work.
- Provide TK-12 curriculum based on the Ojai Unified School District's curricula.
- Supervise student's study and evaluate coursework completed by the student.
- Assess all student's work samples and weekly attendance logs for attendance credit.
- Select and save representative samples of student's completed and evaluated assignments.
- Maintain and keep current any required records and files.
- Determine and assign grades or other measures of the student's achievement when appropriate.
- Keep parents informed of the student's progress when appropriate.
- Counsel and coach for the student's success.

**The student will:**

- Independently complete assigned schoolwork and daily instructional minutes. We follow state law AB130. Ask questions of either the student's teacher and/or parent(s) if they are having trouble with a given assignment(s) or part of a given assignment.
- Communicate assignments to their parent(s).
- Turn work in when it is due.
- Assist parents in completing weekly attendance logs.
- Take district and state mandated tests of proficiency and achievement.
- Notify teacher in advance for all planned missed school appointments.
- Complete and submit work samples by the due date.
- Work with parent or guardian to help complete the weekly attendance log.
- Contact the teacher or school when assistance is needed.
- Respect Summit and RTS staff, other students, and yourself at all times.
- Respect school property- all students will respect all school property as it belongs to all of us. Any destruction of school property will result in the parents of the guilty students paying for the damages.
- Students will act appropriately at assemblies and when on field trips. This includes evening activities.
- You must meet with your teacher. This can include virtual meetings, in person workshops, 1:1 meetings with your teacher, RTS time. Meetings may be one meeting every two weeks, with teacher and administrator approval. Other exceptions can be made for specific circumstances that may occur during the school year.

**The parent will:**

- Provide the proper supplies and environment for the child to complete their schoolwork. The environment should be without distractions and conducive to doing schoolwork.
- Be available to answer questions their child may have.
- Contact the teacher immediately if there are any concerns with the quantity or content of any of the schoolwork being assigned.
- Read and understand the conditions listed on the Summit Independent School Study Agreement and Handbook.
- Abide by the terms of the Summit Independent School Education Agreement including a commitment to, and the support and guidance of, the student in Summit Independent School.
- Ensure student takes mandated district and state tests of proficiency and achievement.
- Notify the certificated teacher in advance when the student will be away from school.

- Ensure student completes and submits all work samples by the due date.
- Ensure student completes their daily instructional minutes.
- Complete the weekly attendance logs documenting students instructional minutes.
- Ensure students attend designated workshops (if applicable) and/or 1:1 appointments with teacher.
- Furnish transportation to a school site, if necessary.
- Act as a support system for the student in the discipline of completing work independently.

The State of California mandates that all children attend school. It is the parents' responsibility to see that their child attends school.

**Get Organized to be Successful**
In order to be successful with independent study, it is critical that you be very organized each day. Design a schedule for yourself. The one following is an example of such a schedule. If you like to work for longer periods than are on the sample schedule, design one that is right for you.

Get a timer and set it for your study sessions during the week. It is not expected that you study on the weekends, but if you have tests coming up, or work that you want to do in order to get ahead, then go for it. It is important that you take breaks. Try to be active during your breaks. Some suggestions are getting a snack or drink, stretching, walking, shooting baskets, practicing an instrument, listening to music, playing with a pet, or playing a game. If you follow your daily schedule, you will have your evenings free to do things that you like to do.

**State Testing**
The Ojai Unified School District and Summit Independent School are required by law to administer several series of achievement tests as part of the state assessment and school accountability program. The California Assessment of Student Performance and Progress (CAASPP) is given annually to students in grades 3,4,5,6,7,8,11. The California Science Test (CAST) is administered in grades 5, 8 and 11.

**Physical Education Requirement**
All 5th, 7th, and 9th-grade students are required to participate in the annual Physical Fitness Test (PFT). The PFT for students in California public schools is the FITNESSGRAM.

All students in grades 1-6 are required to complete not less than 200 minutes of physical education activities each 10 school days. Students may complete both coursework and physical activities.

**Student Study Team (SST)**
The SST meets to assess the needs and make recommendations to promote progress for students who are not being successful at meeting academic or social standards. Teachers may call an SST meeting through discussion with the administrator. This should be the first step in referring a student for help beyond that of interventions that teachers should have already implemented with parent and student input.

**Academic Honesty: Cheating and Plagiarism**
Summit Independent School believes that effective learning cannot take place without a positive program that promotes personal integrity. It is important for parents/guardians to actively assist their students as much as possible, short of doing the work for their students. Additionally, the internet is a powerful learning

tool, but students must understand what constitutes plagiarism. A student's long-term success in school, college, and career is based on what they have learned, not on grades. Such success is also based on students taking research and creating something original with it. Thus, any assignment, project, test, or quiz that a student turns in is expected to reflect what they have done. Many students have come to believe that their grade, not their learning is the key to success. As a result, cheating, copying, and other forms of academic dishonesty have become widespread. To reduce the likelihood of such behaviors, we have instituted the following policy.

A student is considered in violation of school policy on **Academic Honesty** when they participate in any of the activities included in, but not limited to, the list below:

- copying homework or any class assignment from whatever source (plagiarizing), or allowing another student to copy one's own work
- copying homework or assignments from other students
- using the internet and AI to create answers to homework, classwork, tests, etc.
- willfully falsifying data and presenting it as one's own research or work
- looking at notes during a test, looking on another student's test
- talking to others during a test
- falsifying school work in any way

Students who engage in any form of cheating will receive no credit for the assignment, project or test, and the student will be marked down on the report card in the area that addresses these basic standards.

**Parking and Access to Campus**

Parents and students are advised that it is their responsibility to drive in a slow, safe and courteous manner in the area around the school. All visitors to campus should check in to the front office before entering campus.

**Dress**

Common sense is the key in dressing for school. Please dress modestly. No profane, drug or alcohol-related, sexual, or gang-related logos or verbiage on clothing are allowed. Shoes are required for safety.

**Bullying/Sexual Harassment**

Conduct that disrupts the orderly classroom or school environment includes harassment of students or staff, *such as* bullying, *including* "cyberbullying," *intimidation,* hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering*.* "**Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the internet, social networking sites, or other digital technologies, using a telephone, computer, or any wireless communication device.** Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

**Education Code section 48900(r) defines bullying as:**

> Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act… directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
>
> (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
>
> (B) Causing a reasonable pupil to experience a substantially detrimental effect on their physical or mental health.
> (C) Causing a reasonable pupil to experience substantial interference with their academic performance.
>
> (D) Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

Any student who engages in bullying or the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any student who feels that they are being harassed should immediately contact the principal. Each complaint of bullying or sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Beside the more obvious forms of sexual harassment that are more common among adults and adolescents, children at the elementary level are capable of other forms as noted below:

- Sexual slurs, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about an individual's body, overly personal conversation, and/or inappropriate touching
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading rumors (sexual or otherwise)
- Displaying sexually suggestive objects in the educational environment.

**Diversity Sensitivity**

Children will not make remarks, slurs, innuendoes, jokes, etc. including but not limited to, a person's race, gender, ethnicity, religion, color, national origin, immigration status, sexual orientation, or background. These remarks made in general or directed toward another child, adult, or family will not be tolerated. Students who make such remarks are subject to suspension or other consequences and will be counseled on the issue. Participating in, or conspiring to engage in, acts of hate or violence is prohibited. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment is prohibited.

**Technology and Internet**

Please see Ojai Unified School District's technology agreement:

**Cell Phone Policy**

Students shall not use smartphones or other PERSONAL ELECTRONIC devices while at a school site or under the supervision and control of a teacher/staff. Personal electronic devices shall be turned off and put away while at school or under the supervision and control of a teacher/staff. Personal devices include, but are not limited to, smartphones, earbuds/headphones, smartwatches, etc.

**Medications and Medical Conditions**

Students and parents should be aware that it is illegal to bring prescriptive or over-the-counter medications (including aspirin, Advil, or other pain relieving medication) onto a school campus. Students requiring medication any time during the school day must have a properly signed medical Release Form on file and have medicine stored and dispensed in the office.

**School Discipline**

Students are expected to conduct themselves in an appropriate manner at all times. The staff and principal expect behavior that is respectful. Positive reinforcement and modeling are the most important tools regarding student behavior. There may be times when students will need to understand that there are consequences for their actions. The goal of discipline at OUSD is to assist parents in their role of providing guidance to their children and in helping students make positive choices regarding their behavior and actions. The following procedures will be implemented regarding violation of school rules:

- Students will be warned regarding the violation of a rule on the first offense. Warnings will not be given regarding fighting, theft, destruction of property. On these offenses a consequence will normally be issued on the first offense and will progress on succeeding offenses.
- *Fighting will not be tolerated at Summit Independent School. Problem solving and conflict resolution should be the goal.*

*In a world of standard curriculums, your greatest superpower is the curiosity to create your own educational pathway through independent study.*