



Summer Crest Learning Academy

Policies & Procedures

1. School Expectations

Students are expected to demonstrate respect, responsibility, and kindness each day. All learners should follow classroom rules, participate actively, and treat peers and staff with dignity.

2. Arrival Procedures

- Students may arrive beginning at 7:30 AM.
- All students must be signed in by a parent or guardian unless they walk independently with prior authorization.
- Breakfast is served from 7:30 AM to 8:00 AM.
- Students must go directly to their assigned classroom upon arrival.

3. Dismissal Procedures

- Dismissal begins at 3:00 PM.
- Only authorized individuals listed on the student's pick up form may take a child home.
- Requests for early dismissal must be made before 2:00 PM.
- After-school program students will transition with staff at dismissal time.

4. Attendance Expectations

- Daily attendance is essential for student success.
- Absences must be reported to the school office by 9:00 AM.
- A written note or email is required for excused absences.
- Excessive absences or tardiness may require a parent conference.

5. Safety Protocols

- All visitors must check in at the front office and wear a visitor badge.
- Emergency drills (fire, lockdown, severe weather) are practiced monthly.
- Students must follow all adult instructions during emergencies and transitions.
- Unsafe items, including toys that resemble weapons, are strictly prohibited.

6. Health & Wellness

- Students who are sick must remain home until they are symptom free for 24 hours.
- Medications may only be administered by authorized school personnel with proper documentation.
- Parents will be contacted immediately if a child becomes ill during the school day.

7. Technology Use

- Devices may be used for learning activities only when permitted by the teacher.
- Students must handle all school technology with care.

8. Communication

- Teachers will communicate with families via email, phone, and school newsletters.
- Parents should ensure contact information is always up to date.

9. Transportation Expectations

- Students must remain seated and follow bus safety rules.
- Repeated bus misconduct may result in suspension of riding privileges.

10. Parent Partnership

We value strong school home collaboration. Families are encouraged to attend events, participate in conferences, and stay engaged in their child's learning journey.