





**SUMMITVIEW CHILD & FAMILY SERVICES, INC.**  
**SUMMITVIEW ACADEMY**

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July 1, 2017

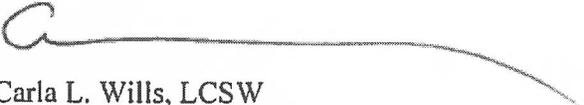
To whom it may concern,

As you may know, Summitview Child & Family Services, Inc.-Summitview Academy, works with several school districts and SELPA's. This letter is to communicate to you our intent to meet all of the requirements outlined in our various Master Contracts. The following is a list of our policies and guidelines regarding many of the master contract requirements. Please attach this letter to the Master Contract.

- Progress Reports will be sent to the student's district of residence as well as the student's parents/guardian on a quarterly basis.
- Parents/Guardians will be sent report cards/transcripts three times per year.
- Summitview administration is aware of and complies with child abuse reporting and training requirements.
- Summitview administration is aware of and adheres to the missing children reporting requirements.
- Summitview will observe the holidays listed on the Summitview Academy Master Calendar, which may or may not coincide with those outlined in the master contract.
- Summitview provides 235 days of instruction during the school year and 305 minutes per school day including passing time and lunch as these are times social skills are instructed.
- Summitview is excused from district mandated meetings held by school districts outside of the Summitview location.
- Class size will not exceed 14 students.
- Summitview will notify the placing school district after 10 cumulative days of a student's absence.
- Emergency Discharge/Removal: A recommendation for emergency removal of the student from Summitview will occur if the student's behavior presents a serious concern for the safety or well-being of the other students, the staff, or student. In this type of situation, a seven-day written notice will be given to the placing entity. Additionally, immediate written or verbal notice may be given to the placing entity at the discretion of Summitview if the student poses an imminent danger or threat to themselves or others.

If you have any questions regarding this letter please feel free to contact Carla Wills @ 530-644-2412 x208. Thank you for providing us the opportunity to provide services to your students.

Sincerely,



Carla L. Wills, LCSW  
Chief Operating Officer