

Summit View Academy

2019-2020



**5006 Madison Pike
Independence, KY 41051
Phone: (859) 359-9600
Fax: (859) 363-4703**

Student Handbook

School Administration Team

Lesley Smith, Principal
Andrea Krumpelman, Assistant Principal (Grades P-3)
Julie Pouncy, Assistant Principal (Grades 4-6)
Kelly Cassidy, Assistant Principal (Grades 7-8)
Carrie Holloway, Assistant Principal (Academic Support P-8)
Megan Kelly, Guidance Counselor (Grades P-3)
Rachel Mercer, Guidance Counselor (Grades 4-6)
Kendilynn Madden, Guidance Counselor (Grades 7-8)

Kenton County School District 2019-20 Student School Calendar

August 19, 2019	Records Day	Schools Closed
August 20, 2019	Professional Development Day #1	Schools Closed
August 21, 2019	First Day of School for Students	
September 2, 2019	Labor Day	Schools Closed
October 11, 2019	NKEA Day	Schools Closed
October 14, 2019	Fall Break	Schools Closed
November 5, 2019	Election Day	Schools Closed
November 27, 2019	Professional Development Day #2	Schools Closed
November 28, 2019	Thanksgiving Holiday	Schools Closed
November 29, 2019	Thanksgiving Break	Schools Closed
December 23- 31, 2019	Winter Break	Schools Closed
January 1, 2020	New Years Holiday	Schools Closed
January 2-3, 2020	Winter Break	Schools Closed
January 6, 2020	Students Return to School	
January 20, 2020	Martin Luther King Holiday	Schools Closed
February 3, 2020	Professional Development Day #3	Schools Closed
February 17, 2020	Presidents' Day	Schools Closed
March 20, 2020	Professional Development Day #4	Schools Closed
April 6 - 13, 2020	Spring Break	Schools Closed
April 14, 2020	Students Return to School	
May 19, 2020	Primary Election Day	Schools Closed
May 25, 2020	Memorial Day	Schools Closed
June 3, 2020	Last Day of School for Students	
June 4, 2020	Records Day	Schools Closed

***Calendar is subject to change pending legislation and/or additional statutes or requirements.**

Five Make-Up Days have built into the calendar.

Snow Make-Up Days may be used after five snow days.

School Hours

Daily 8:00 a.m.-2:51 p.m. – Students may be dropped off no earlier than 7:10 a.m.
AM Preschool 8:00 a.m.-11:00 a.m. ~ PM Preschool 11:50 a.m.-2:51 p.m.

Introduction

Summit View Academy is located in the middle of Kenton County, a rapidly growing community that serves about 1,500 students in preschool through eighth grades. All children who attend Summit View Academy are actively engaged in rigorous educational opportunities that are aligned with the Kentucky Core Academic Standards. Within our curriculum, we are integrating a STEAM (Science, Technology, Engineering, Art, and Mathematics) focus to ensure our students have the 21st Century skills needed to be college and career ready. Each year, as we plan for improvement, we continually realign our curriculum to meet the needs of our students. We are proud of our academic success and we will continually strive to achieve academic excellence. We believe that every student is important and all students can achieve at high levels.

Summit View Academy encourages parents to visit and attend activities throughout the school year. Summit View Academy's main office is located on the east end of the building (the former elementary school entrance).

Kenton County School District Goals

- 5 Star School District Demonstrating Student Success
- Every School 5 Star
- Transition Readiness Rate (CCR) 95%
- ACT 22
- Graduation Rate 95%
- Attendance 96.25%
- Students Reading on Grade Level Exiting 3rd-95%
- Beginning in early elementary (primary), ALL students will participate in at least one activity providing a meaningful connection to school beyond the regular classroom
- Remain fiscally solvent/efficient

Summit View Academy School Web Page

The Kenton County School District's website allows parents/guardians to access district information, school information, staff members, school organizations, and program websites. The Kenton County School District website address is www.kenton.kyschools.us. The Summit View Academy website may be accessed by clicking on the "Schools" tab, and then "Elementary Schools" or "Middle Schools." You may also access our web page by going to <http://www.kenton.k12.ky.us/25/Home>.

Articles Brought to School

Personal items brought from home such as stuffed animals, dolls, toys, or electronic devices become a problem when they arrive at school. We prefer that children check with the teacher before bringing anything from home. If you have something that may be of interest to the entire class, please check with your child's teacher before sending the item to school.

Arts and Humanities

Students in grades K-5 participate in the Arts and Humanities program during part of their Music and P.E. time. Students in grades 6-8 participate in the Arts and Humanities program during their quarterly Enrichment classes. The school supports the Arts and Humanities program by having cultural arts assemblies, participating in various art shows and contests, and performing a school play/musical which students are encouraged to participate in. Through various programs, Summit View Academy students are exposed to culture, diversity, the arts, technology and theatre.

Assessment

The state of Kentucky mandates that certain grades are tested yearly. In February, third graders meeting an identified criteria will be given the CogAT test for gifted identification. In the spring, third through eighth grade students will be given the K-PREP state assessment. The testing window will be sometime within the last 14 days of school and will be communicated later in the school year. Please avoid planning any vacations or appointments in late May/early June. A variety of other assessments are given throughout the school year such as MAP, DIBELS, and SRI. Assessment results will be communicated to parents.

Attendance and Notes

The Summit View Academy school day begins at 8:00 a.m. and ends at 2:51 p.m. Parents/Guardians should contact the school before 8:30 a.m. to report a student's absence. **When the student returns to school, he/she must bring a statement signed by the parent/guardian or doctor in order to receive an excused absence.** Excused absences include illness, physician visits, funeral/death of immediate family, and court appearances. Doctor's notes/parent notes are accepted for up to (10) days of absences per school year. Additional absences in a school year may be deemed unexcused without a certified doctor's statement stating that the student was unable to attend school for the total number of days. Documentation including, but not limited to, physician statements, court subpoenas, and other proof may be required to excuse an absence in a case other than personal illness. Students and parents are responsible for returning all notes, which are due upon return to school. Unexcused absences include skipping school, suspension, and absences not accompanied by a note or absences not meeting the excused guidelines. The district truancy policy and guidelines will be followed for students with excessive absences and/or tardies. Students with unexcused absences may not receive credit or make up work during time missed and are not permitted to attend school functions on unexcused absence days. Family vacations are considered avoidable and may be classified by the principal as unexcused. Students who are not in their classroom and seated when school/class begins are considered tardy. Physician or parent notes are the only way tardies are excused. School has the discretion to assign consequences for students with unexcused tardies following the code of acceptable behavior guidelines. Students who are tardy must be signed in by a parent/guardian in the school office. Students who are tardy are not permitted to be dropped off and walk in without a parent/guardian.

Automated Calling System (Bright Arrow)

This system is used to promote communication between the school and home. This system allows us to contact every home within a matter of minutes. We can use the system for calls and tests. We use the system to call you if your child is absent from school and also to inform you of upcoming events, weather emergencies, and crisis situations should they arise. Having accurate telephone numbers is vital to the success of this program. Should your telephone number change, please visit the Kenton County School District website and click on "Inclement Weather" under the "For Parents" quick link to make changes.

Band

Students in grades 6-8 have the opportunity to participate in band for the entire school year in place of their Enrichment classes. Students can either buy or rent an instrument. The Band students perform at school and in the community. Students interested in Band as an Enrichment class should contact the guidance counselor and the Band teacher.

Bullying Behaviors

Because we believe every student deserves a safe learning environment, Summit View Academy and the Kenton County School District is committed to dealing with bullying behaviors in our schools. Bullying is defined as: when someone uses POWER or INTIMIDATION to hurt or scare another person. We have two goals:

1. To help the student who is the target of bullying
2. To identify the student who is bullying, administer consequences for bullying behavior and help our students learn new ways of relating to others

Students should report all bullying behavior to an adult or the School Resource Officer.

Cafeteria

Summit View Academy offers lunch to all preschool through eighth grade students.

Meal Pricing

Breakfast: Full price- \$1.40; Reduced Price- \$0.30

Lunch: Full Price- \$2.25 (K-5 grades) and \$2.50 (6-8 grades); Reduced Price \$0.40 (All grades)

A form for free or reduced lunch will be sent home at the beginning of the school year. Each student has a five digit account number. When the child goes through the cafeteria line for a meal, he/she is asked the number for identification purposes. When the child gives the number, the amount of the meal is deducted from the account. Parents are encouraged to pay for meals in advance with cash, checks, or on-line with a debit or credit card. The on-line payment system (Mealpay) can be found by accessing the Kenton County website at www.kenton.kyschools.us, click Parents. Charging meals is allowed when a student occasionally loses or forgets meal money. This service is not designated or intended to provide a credit service for continuous charging and collection of student meals. Under no circumstances can a-la-carte items be charged. Additional information regarding cafeteria charges can be found in the Kenton County Board Policy or by contacting the Cafeteria at 359-9662.

Soft drinks and Energy drinks are not permitted to be brought from home for lunch.

Cameras

Personal cameras and/or picture taking devices (cell phones, tablets, etc.) may not be used at any time unless designated by a SVA staff member to use for educational purposes. It is prohibited to take any picture of another student, staff member or student activity without proper permission.

Change of Address/Phone Number

Please notify the office immediately if your address, home or work phone number changes, or if you need to add a person to your child's emergency form. It is vital that the emergency information remain current.

Children, Inc. Early Learning Center (Preschool Program)

Children, Inc. Early Learning Center (ELC) at Summit View Academy opened in August 2018 as a collaborative partnership between Kenton County School District (District) and Children, Inc. (CI) to offer full day preschool with extended care to three, four and five year old children not eligible for kindergarten who reside within the District or parents/guardians that work for the District. The goal is prepare children for school success by mirroring the curriculum of the District's preschool program. The program operates 7:00 a.m. - 5:00 p.m. and follows the school calendar, however, remains open for Professional Days. Working parents have the option of a full day preschool program for their child with care before and/or after school the school day. Families utilizing the free lunch program may be eligible for state child care tuition assistance and can visit www.benefind.ky.org for more information or contact Children, Inc. For more information about the program, visit Children, Inc.'s website at www.childreninc.org or call Children, Inc. at 859-431-2075.

Children, Inc. Before School and After School Care Programs for K- age 12

Before School Program

Before School Care is a morning program designed to meet the needs of parents whose schedule requires child care before school starts. The program operates on site from 6:30 am until the start of the school day and follows the school calendar. There is two day/week minimum enrollment.

After School Care

The After School Care program begins at the end of the school day and operates until 6:00 p.m. following the school calendar. Activities follow a planned curriculum that facilitates enhanced learning beyond the school day through recreational activities, games, and projects. A Social Emotional Learning (SEL) and Character Science environment builds confidence and skills. There is time for giving back to the community through Service Learning. Academic skills are strengthened in a fun format through Enrichment activities in STEAM (Science, Technology, Engineering, Art and Math). Time is allotted for homework. Children also receive a healthy snack and have time for physical activity/fitness. There is two day/week minimum enrollment.

For more information about the Before or After School Care Programs, visit the Children, Inc. website at www.childreninc.org or call Children, Inc. at 859-431-2075. Families utilizing the free

lunch program may be eligible for state child care tuition assistance and can visit www.benefind.ky.org for more information or contact Children, Inc.

Chorus

All fourth and fifth grade students have the opportunity to participate in chorus as an extra-curricular activity. The chorus students perform at school and in the community. All students are encouraged to participate. Information will be sent home in the fall. Please contact the music teacher for more information.

Students in grades 6-8 have the opportunity to participate in chorus for the entire school year in place of their Enrichment classes. The chorus students perform at school and in the community. Students interested in chorus as an Enrichment class should contact the guidance counselor.

Closed Campus Policy

Students are not permitted to leave school grounds during the school day unless signed out by a parent, legal guardian, or those listed as Emergency Contacts. All doors will remain locked during the school day. These policies are for the safety of all of our children.

Code of Expected Behavior & Conduct

All Kenton County students and their parents/guardians receive the Kenton County Code of Expected Behavior & Conduct each school year. The Kenton County Code of Expected Behavior & Conduct covers all Kenton County school events including those on school grounds, buses, and activities sponsored by the school (which could occur off of school grounds). Students and parents are responsible for its contents. An electronic version of the Kenton County Code of Expected Behavior & Conduct can be found on the Kenton County School District website under "Student Services."

Communication

Communication between school and home is critical. It is important that parents are aware of what goes on at school and that the family in turn communicates regularly with Summit View Academy. In order to ensure that parents/guardians are kept informed, the principal prepares a bi-weekly electronic newsletter, The Royal Report. Parents are asked to make sure their email address and cell phone numbers are correct in Infinite Campus to receive the electronic newsletter as well as any text communication regarding important information. The Royal Report is also posted on the school's webpage. Please also follow us on Twitter at @SVAPrincipal475 and on the Summit View Academy Facebook page.

Communication Devices

Unless a SVA staff member has given permission for students to use their communication device for educational purposes, all communication devices must be turned off upon entering the school building and remain turned off until after dismissal or exiting the building. All devices must be stored in a secure place (locker or school bag). Students may not use their cell phone to call home if they are not feeling well. Students should visit the school nurse. The use of communication devices is banned at all times on school buses and during any assigned detention. **The school and/or district accept no responsibility for use, breakage, theft or loss of personal items or devices.**

By choosing to allow your child to bring any type of communication device/technology/cell phone to school, parents/legal guardians agree and support the District Policy.

District Check Collection Policy

Your check is welcome. Returned checks are subject to electronic recovery for face value and state allowed fee. We have the right directly or by agent to resubmit your check electronically and/or deposit a paper draft to withdraw the state allowed fee, without your signature, for each check returned as permitted by law. If you have any questions concerning the check acceptance policy, please call 1-877-891-5422.

Dress Code

Safety and Dress Code

At SVA we rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as not to obscure the identity of any student or visitor, the following items are **prohibited from being worn** (or carried, as appropriate) at school:

- Hats or caps
- Sunglasses or any colored lens glasses
- Cosmetic contact lenses
- Theatrical type make-up
- Dog collars or hardware chains
- Bandanas (obscuring face or head), gang colors, or gang paraphernalia

Shirts

- Shirts should have appropriate pictures and wording.
- Halters, crop, tube tops and narrowed strap tops or any items distracting to others are not permitted. Straps must be at least two finger widths wide.
- All shirts must be worn close to the neckline and shall not allow exposure of undergarments or the midriff whether the student is seated, standing or moving.
- Hooded sweatshirts may be worn; however students are not permitted to have the hood pulled onto their head.

Pants, Shorts, Skirts, and Dresses

- Pants, shorts, skirts, and dresses must be neat, worn at waist level, and must be size appropriate.
- Pants, shorts, skirts, and dresses shall not allow exposure of undergarments or the midriff whether the student is seated, standing, or moving.
- Shorts, skirts, and dresses must be mid-thigh length (no shorter than the fingertips of the extended arm).
- Any holes in pants that expose the skin must be below the fingertips of the extended arm and cannot be large enough to be deemed inappropriate or a safety concern.
- Leggings are permitted, however it is recommended that a shirt be worn that covers the top of the thighs.
- For grades P-5, shorts may be worn until October/November (the principal will communicate the official date in the school newsletter) and after spring break, as weather permits.

Shoes

- Shoes must be worn at all times and fit securely.
- High heeled shoes are discouraged due to safety concerns on stairs.

- For grades P-5, flip-flops or athletic sandals are not permitted because students participate in recess daily.

Body Piercing, Hair Coloring

- Body piercing displayed is limited to the ears only.
- Hair color and/or styles deemed to be a distraction to the learning environment by administration are not permitted.

Coats & Jackets

- Heavy winter coats and jackets shall remain in the classroom (Grades P-5) or lockers (Grades 6-8) unless permission is otherwise granted.

Backpacks, Large Purses & Bags

- All backpacks, large purses, bags, and backpack purses shall remain in the classroom (Grades P-5) or lockers (Grades 6-8) at all times unless permission is otherwise granted.

Disruptions to the Learning Environment

- Strictly prohibited are any types of clothing and accessories that promote alcohol, drugs, gangs, weapons, tobacco, violence, sexual behavior, profanity, or discrimination through words, pictures or innuendo.

Parents will be required to bring a change of clothes/shoes if a student's attire is not meeting the dress code or creates a disruption to the educational process based on administrator's discretion.

Eighth Grade Bridging Ceremony

Eighth Graders are recognized at the end of the school year to celebrate the transition to high school. In addition to the recognition program, the PTSA plans a Farewell dance and a cook-out for all eighth graders. All events are a good time to come together and celebrate the success of the learning that has taken place and recall the memories of all the fun times at Summit View Academy.

ELL (English Language Learners)

The Kenton County School District provides support through an ELL teacher for students who do not speak English. Supports are provided to the child and the child's homeroom teacher on an as-needed basis.

Emergency Procedures

School administrators are aware how stressful an emergency event at school might be to parents who hear about it via news, media, phone message or text message. It is our job to keep students safe and accounted for while they are at school. During a crisis situation, SVA implements a "Command Post" that will coordinate operations with the community, police department, and fire department. School administration will be located at the "Command Post." The superintendent's office will always be contacted in the case of an emergency.

Parents calling the building may not be able to have direct contact with school staff due to the nature of the emergency. Emergency personnel and administration will do their best to give updates as they become available. The school principal will communicate through the Bright Arrow text messaging system as soon as she is able to. Parents arriving at school will be directed to the "Command Post." This may not be the front office. Parents MUST sign out students at the

“Command Post” if they are leaving the building or grounds. Parents may only take their own student or a student in which they are listed as an emergency contact.

Enrichment Classes

Students at Summit View Academy are exposed to a wide variety of Enrichment classes. Enrichment classes for Grades K-5 include Art, Digital Literacy, STEAM, Music, and Physical Education (P.E.). Enrichment Classes for Grades 6-8 include Art, Health/Physical Education (P.E), Math 180, Music, and STEAM. These classes are taught daily for 9 weeks. Students attend 1 Enrichment class each quarter.

Extracurricular Activities

Students have the opportunity to participate in a variety of extracurricular activities to include Academic Team, Archery, Art Club, Beginning Strings, Chess Club, Energy Wise Team, Future Problem Solving Team, Intramural Athletics, Math Counts, News Team, Pep Band, Running Club, Student Council, Taekwondo, etc. Information about each program will be sent home with the students and are available on the school’s website.

Family Resource Center

Summit View Academy has a full-time Family Resource Center Coordinator. Programs and services are available to all parents/guardians with school-age children. Information is available about, and recommendations can be made to, community agencies and organizations for child care, health care, mental health counseling, parent/guardian education, adult education (GED), emergency assistance, food, clothing, and school supplies. This support will help parents enable their children to learn, be healthy, and to be nurtured to their fullest potential. The center is open Monday through Friday during school hours. If you need additional information, contact Amber O’Brien at 359-9695.

Field Day

Each spring all Summit View Academy students participate in a fun-filled day of activities and sports. Possible activities are jump rope, softball throw, tug-of-war, etc. This event takes place at the end of May before the closing of school. If you are interested in being a volunteer, please contact your child’s P.E. teacher.

Field Trips

Summit View Academy students are given the opportunity to participate in field trips throughout the school year to enhance their learning experience. Parent/guardian permission is necessary for all trips. Students pay a fee that covers the cost of admission and bus transportation. Parents/guardians are asked to volunteer as chaperones on most field trips. Any parent/guardian who intends to volunteer as a field trip chaperone must have completed a background check. It can take up to six weeks for the background check to be completed. Forms are sent home at the beginning of the school year and the cost is \$10. Checks made payable to Summit View Academy.

Fifth Grade Royal Recognition Ceremony

Fifth graders are recognized at the end of the school year to celebrate the completion of their elementary experience. In addition to the recognition program, the PTSA plans an ice cream social

for all fifth graders. Both events are a good time to come together and celebrate the success of the learning that has taken place and recall the memories of all the fun times at Summit View Academy.

Gifted and Talented Program

The school-based Gifted and Talented program provides enrichment learning activities for identified students in all grades. Other areas of Gifted and Talented identification are serviced in the classroom. Other areas of Gifted and Talented identification include: mathematics, language arts, science, social studies, leadership, creativity, visual arts, and performing arts.

Health Procedures

If a child becomes ill during the day, the parent is notified immediately. If the parent cannot be reached, the emergency contact number(s) will be called. The child will be sent to the office and remain there under adult supervision until the parent or authorized person arrives to take the child home. If a child has had a fever, vomiting, diarrhea or pink eye within the last 24 hours, parents must keep the child at home. In case of a medical emergency during the school day, the parent or authorized adult will be notified as quickly as possible. If emergency medical attention is required, the staff will call 911 and the child will be transported to the hospital with an adult. Every effort will be made to contact the child's parents.

Health Requirements

A valid Kentucky Immunization certificate, eye examination by an optometrist or ophthalmologist, a dental screening and a valid Medical Examination is required for every child entering school. Students transferring from out-of-state must meet this requirement as well. Out-of-state or Kindergarten students enrolling must show proof of a Kentucky immunization upon enrollment. Legislation requires students entering Kindergarten and Sixth Grade to show proof of having received a rubella and measles vaccine.

Homework

Homework assignments vary based on grade level and the needs of the students in each class. Teachers provide information about homework to students and parents on an on-going basis. Homework is an important part of your child's education and is intended to reinforce skills and concepts taught during the school day. We expect homework to be completed and returned to school as assigned. Students who chronically fail to complete assignments will be referred to the office and after school detention will be assigned. In the event that your child is absent, students are given one day to complete assignments for each day absent. It is the student's responsibility to get their make-up work.

Inclement Weather

During the winter months, weather conditions are uncertain and could make it necessary to close schools or call delays. The safety of the students is the sole basis for making these decisions. The Kenton County School District operates on a uniform calendar; so if one school is closed for inclement weather, all schools are closed. You will receive a call from the District Automated Calling system or you can monitor your local television stations for announcements regarding school closings or delays. The district also tweets this information out. Follow the district @TheKCSD.

Junior Achievement

Junior Achievement is an organized effort to teach students how businesses work. Junior Achievement works with schools to recruit volunteers to teach economics-oriented lessons. Volunteers, primarily from businesses, provide five one-hour visits at the primary grades. They present hands-on activities that supplement and reinforce the regular classroom curriculum. Volunteers become role models to students, sharing important life skills through their diverse outside perspectives. If interested in being a Junior Achievement Volunteer, please contact the school at 859-359-9600.

Kenton County School District Athletic League (Grades 4-5)

The Kenton County Athletic League is open to all interested fourth and fifth grade students. Students will have the opportunity to play basketball, volleyball, golf, or participate in a bowling league. Basketball practices will begin in early October. All teams are coached by volunteers. For more information, or if you are interested in volunteering, please contact the school's Activities Coordinator at 859-359-9600.

Kenton County School District Athletic League (Grades 6-8)

Students in grades 6-8 will have the opportunity to try-out to play volleyball, football, cross country, cheerleading, basketball, archery, wrestling, and track. More information about each sport, as well as information about the Athletic Policy, can be found on the Summit View Academy webpage under the Athletics tab.

NOTE: *A student may be dismissed from the team on any LEVEL KCS Code of Conduct REFERRAL based upon the severity of the behavior, due process and decision by the administration.*

Student Sportsmanship: The Kenton County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language deemed inappropriate by the school administration and/or game official will not be tolerated and may be grounds for ejection from the game and/or facility.

Lost & Found

Articles found in the building, on the grounds, or on buses should be turned into the office. Any student who feels they have lost an item should look in their classrooms first and then the lost & found located in the cafeterias. At the end of each quarter, any items in the lost and found will be donated or discarded. Please put your child's name in coats, jackets and backpacks to prevent items from ending up in the lost & found.

Medication

All medications should be kept in the Nurse's office unless a student has a self-carry emergency medication and the appropriate forms have been completed. Students are not permitted to have ANY medication in their possession, including "over the counter" medication or prescription medication. If it is necessary for a student to take medication (prescription or over-the-counter) at school on a regular basis or on an "as-needed" basis, an "Administration of Medication" form must be filled out and signed by the doctor & parent. Forms are available in the office or on the district website.

Parent/Guardian & Teacher Conferences

A parent/guardian and teacher conference will be held at the end of the first grading period to receive the first report card. Your child's teacher will contact you with more details. For grades 4-8, parents will have the opportunity to meet with 1-2 of your child's teachers. More details will be communicated closer to conferences. It is important that the report card be thoroughly reviewed and discussed with your child. Teachers or parents/guardians are encouraged to request a conference any time during the school year as the need arises. Communication is encouraged through notes, phone calls or e-mail. If there is an urgent issue to be discussed, it is important to remember that nothing replaces a face-to-face conversation with your child's teacher.

Parent Teacher Student Association (PTSA)

Summit View Academy has a very active Parent Teacher Student Association. Officers are elected yearly.

The PTSA Officer Positions are:

Officers

President	Jill Sluder
VP Programs P-5	Karla Meyer
VP Hospitality	Elizabeth Mozea
VP Membership	Rachel Alessandro
VP Ways & Means	Sandy Shoemaker
Treasurer	Stephanie Wagner
Secretary	Kim Glick

Chairs

Finance Chair	Jan McCauley
Communications Chair	Mandi Mullaney
Donations Chair	Kim Glick
Volunteer Chair	Amy Brossart
Supply Mgmt. Chair	Jerann Barnett
Webmaster	Catrina Meredith
Teacher Rep	Cary Wolking

All parents with students in grades P-8 and students in grades 6-8 are encouraged to join PTSA. The yearly dues are \$5.00. The PTSA sponsors many wonderful activities to benefit our students.

Positive Behavior Support System

Summit View Academy implements a behavior system called "SVA STARS" that is supported through the Kentucky Center for Instructional Discipline (KYCID). The STARS acronym stands for Safe, Think, Attitude, Responsibility, Success. This behavior system is intended to support students making positive behavior choices through a small classroom and individual reward system. We will still continue to use a discipline referral form for serious discipline offenses. The form requires the signature of the principal and parent/guardian. If parents/guardians receive this form with an offense listed, they are asked to discuss the offense with the child, sign, and return the form to school.

Discussion should be centered on the offense and resolutions.

Preschool

Kenton County School District has a preschool program for eligible 3, 4, and 5 year olds. Students will attend Monday through Thursday from 8:00 a.m. – 11:00 a.m. or 11:50 a.m. – 2:51 p.m. Transportation and lunch are provided. The program is staffed with a certified teacher and one teaching assistant. A speech/language pathologist is on-site for the class at least one day each week. To schedule a preschool screening, you may contact the Preschool Department at 957-0509.

Report Cards

During the school year Summit View Academy has four grading periods. Parent teacher conferences will be held at the end of the first grading period. Additional conferences are encouraged and may be requested by either the parent or the teacher. Students will receive their report cards in October, January, March and June. Dates are subject to change due to the cancellation of school.

Kenton County Schools Grading Policy (Grades 4-8)

Grade	Range
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

SBDM Council

The School Based Decision Making Council (SBDM) is a group of teachers, parents and administrators, elected by the staff and community, who work together to improve student achievement at Summit View Academy. The SBDM meets the third Tuesday of each month at 4:00 p.m. in the SVA Media Center. Meetings are open to the public so you are welcome to attend. The SBDM helps the school develop policies in the following nine areas as required by Kentucky School Law: curriculum, assignment of staff time, assignment of students to classes, schedule of the school day and week, use of school space, instructional practices, discipline, extracurricular programs, committee participation, consultation when recommending new teachers, and the use of technology. At each meeting there are a variety of agenda items that are discussed, reviewed, and acted upon. There is also a time called “Open Forum” which allows public comment on any of the

above mentioned nine required functions of the SBDM. If you would like to give a comment or suggestion during “Open Forum” please follow the procedures as recommended by The Kentucky Association of School Councils and modeled after Kenton County Board of Education procedures. During open forum you will be given the opportunity to make your comment or suggestion. If you would like to attend a meeting, please feel free to join us.

SBDM Members:

Lesley Smith	Principal
Dory Adams	Teacher
Jen Cary	Teacher
Jackie Zwick	Teacher
Sandy Shoemaker	Parent
Jodi Mills	Parent

School Committees

Committees work together to make school improvements based on yearly assessment results, as well as staff and parent input. Each committee is chaired by a chairperson, who is a certified teacher. Notes from each meeting are reviewed at the monthly School Based Decision Making (SBDM) meetings. All parents are invited to participate. For additional information or if interested in serving on a committee, please contact the principal.

School Guidance Program

Summit View Academy has 3 full-time guidance counselors. The counselors teach guidance classes throughout the year to grades P-8. Topics for classroom guidance are based on the Kentucky Core Academic Standards for Practical Living and Career Studies. Staff and parents/guardians may refer students for small group sessions. Possible small group topics are Self-Confidence, Friendship, Study Skills, Divorce, Death, Behavior/Decision-Making, etc. Teachers, parents/guardians, and administration may refer students to be seen individually by the counselor as well. Students may also self-refer to see the counselor. School based counseling is educational in nature and not intended to replace psychological or psychiatric services for severe mental health issues. Outside agencies, such as North Key and Holly Hill, are available to meet with students at school. If you are interested in learning more about the services these outside agencies can provide, please contact one of the school counselors.

Student Recognition

At SVA we take great pride in recognizing the great things that our students do in all areas. Teachers recognize students throughout the school year for all types of accomplishments. Some of our school-wide recognitions include:

- Good News postcards sent to students for various reasons
- Lucky Ladybug (K-5) and Smith’s Stars (6-8) monthly awards
- Royal Spotlight
- Reading Counts celebrations
- Honor Roll for students who receive all A’s and B’s during a reporting period
- Perfect Attendance during a reporting period
- Royal Recognition Ceremonies during the school day in the spring for students receiving top

- honors academically or in attendance in grades 4th, 6th, and 7th.
- Royal Recognition Nights in the spring for students in 5th and 8th grades.

Student Records

All student records maintained by the school are open for review by the child's parent/guardian. These records may not be released to anyone outside the school without written permission from the parent/guardian. If you wish to review your child's records, please contact the school and set up an appointment.

Summer School

Summer School is offered to incoming kindergartners and students in grades 1-5 as an intervention. Parents will be contacted by a SVA staff member if your child qualifies for this intervention.

Summer school is required for students in grades 4-8 who have not achieved academic success in all subject areas. If a student in grades 4-8 fails 1 or 2 subject areas for the school year, he/she will be required to successfully complete Summer School at the cost of the parent. If a student in grades 4-8 fails 3 or more subject areas for the year, he/she may be retained or required to successfully complete Summer School at the cost of the parent. Successful completion of Summer School work is required to be promoted. If a student in grades 6-8 fails an Enrichment class, he/she may be required to attend Friday School until all the work is completed & a passing grade is achieved.

Supply Lists

A list of supplies has been developed for each grade level. Supply lists are available on the school website. In most incidents, name brand is not important, however it is important to purchase the recommended calculator so it can be used year after year. Teachers may create "wish lists" for voluntary donations of certain supplies to be used in the classroom throughout the year, i.e., paper towels, tissues, hand sanitizer.

Students in grades 4-8 are asked to have the required literature books for their grade level so they can use them during instruction to make notes and comments in the book. These books will be available to purchase at the Meet the Teacher Night.

Transition Night

In the spring, the fifth and eighth grade students participate in transition visits. Teachers are available to address questions and concerns about curriculum and programs at the appropriate school. Also, there is one evening designated for parents/guardians and students to tour the appropriate school and meet with the staff.

Transportation

Students in grades P-8 are transported to and from school together by bus. The buses are equipped with video cameras, monitors will be available as needed, and students have assigned seats. The bus expectations are communicated, practiced, and enforced with all students.

Students being transported by car in the morning need to be dropped off in the drop-off loop and enter through the community entrance between 7:10-7:40 and through the main office after 7:40am.

Students who are being transported by car in the afternoon will need to have a pick-up number. Sign-up for pick-up numbers can be done at Meet the Teacher Night or in the school's main office.

Parents without a pick-up number will pick up their student from the main office after everyone has been dismissed.

It is imperative that parents adhere to these guidelines, as we have 1,500 students arriving and dismissing at one time.

Guidelines for Student Transportation Changes

Although transportation changes may occur during the day, it is the schools request that **all transportation changes must be made prior to 2:00 p.m. each day.**

Guidelines for Students Transported by Bus

The Kenton County School District provides bus transportation for approximately 14,000 students. Route schedules and times are available at the beginning of the school year. The Kenton County School District is providing a mobile app, MyBusBuddy, which can be accessed via a smart phone, laptop, or home PC (as long as the device has Internet connectivity and can access the Web). If there is a question on the status of a particular bus, parents and guardians can access our app, which will display the current status and location of that bus. Please visit the Kenton County School District's webpage, under the Transportation Department tab, to obtain more information about this mobile app.

If throughout the year your child needs to ride a bus other than his/her regular bus, a note must be sent to the school office. The note must include the address of the child's destination and the signature of the parent/guardian.

CAUTION: Do not send an e-mail to school that would need to be opened on the same day as sent. Example: If a parent/guardian sends an e-mail requesting that the child take a different bus home, the e-mail may not be opened by bus time. The bus garage can be contacted at 356-0253 or the school at 359-9600.

Guidelines for Students Transported by Car

Many Summit View Academy students are transported to and/or from school by car. In order to ensure the safety of all students, it is requested that parents/guardians give written permission and follow certain guidelines. Persons picking up students must be at least 18 years old and listed on the student's enrollment form. A pick-up number will be required at pick up. When parents/guardians park at school to drop off late students or pick up students early, we ask that only designated parking spaces be used. **Students may be dropped off at school beginning at 7:10 a.m. If your child needs to arrive to school earlier, Children's Inc. services are available starting at 6:30 a.m.**

Visitors

Parents are always welcome to visit and we encourage everyone to attend activities during the year. Teachers are not available to talk with you during class time. Please understand that children come first. The teachers will be happy to talk with you after the children are dismissed. You may phone or email the teacher at your convenience to arrange a visit or set up a conference appointment. All visitors must come to the office to sign-in before going to any classroom. Visitor

nametags, provided in the office, are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office to sign-out. These are required safety procedures for all Kenton County School District schools.

Volunteer Program

Parents/guardians, family, and community members are encouraged to become volunteers at Summit View Academy. A volunteer form will be sent home the first week of school or you may contact the school office for one. A background check for any volunteer is required and the cost is \$10. Checks made payable to Summit View Academy. This background check takes approximately four to six weeks to process. If an adult plans to chaperone field trips, or assist at school in any way, he/she must have the background check completed prior to volunteering. The background check, once completed, is valid for 3 years. It is the responsibility of the volunteer to keep the background check up-to-date. School involvement can occur through PTSA, special events, serving on school committees, reading to students, etc.

Withdrawals and Transfers

If your child must be withdrawn or transferred from school, please notify the office in writing a week prior to the withdrawal to ensure a smooth transition. This will provide an opportunity for completion of school records and for the staff to do a check of property accountability (textbooks, library books, etc.).

District Discrimination Statement

The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts of the United States of America, and other designated youth groups.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent or Due Process Coordinator

1055 Eaton Drive
Ft. Wright, KY 41017
(859)344-8888