

# Summit View Academy

2022-2023



**5006 Madison Pike  
Independence, KY 41051  
Phone: (859) 359-9600  
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## **Student Handbook**

## School Administration Team

Alex Fangman, Principal  
Allison Bryson, Assistant Principal (Grades P-2)  
Julie Pouncy, Assistant Principal (Grades 3-5)  
Ross Rehtin, Assistant Principal (Grades 6-7)  
Kelly Cassidy, Assistant Principal (Grades 7-8)  
Megan Kelly, Guidance Counselor (Grades P-3)  
Rachel Mercer, Guidance Counselor (Grades 4-6)  
Rose Koehler, Guidance Counselor (Grades 7-8)

## Kenton County School District 2022-23 Student School Calendar

August 11, 2022	Records Day for Staff	Schools Closed
August 12, 2022	Teacher Equivalency Day	Schools Closed
August 15, 2022	Teacher Equivalency Day	Schools Closed
August 16, 2022	Professional Development Day #1	Schools Closed
August 17, 2022	<b>First Day of School for Students</b>	
September 5, 2022	Labor Day	Schools Closed
October 7, 2022	NKEA Day	Schools Closed
October 10, 2022	Fall Break	Schools Closed
November 8, 2022	Election Day	Schools Closed
November 23, 2022	Professional Development Day #2	Schools Closed
November 24, 2022	Thanksgiving Holiday	Schools Closed
November 25, 2022	Thanksgiving Break	Schools Closed
December 21- 29, 2022	Winter Break	Schools Closed
December 30, 2022	New Year's Holiday	Schools Closed
January 2-3, 2023	Winter Break	Schools Closed
January 4, 2023	<b>Students Return to School</b>	
January 16, 2023	Martin Luther King Holiday	Schools Closed
February 20, 2023	Professional Development Day #3	Schools Closed
March 10, 2023	Professional Development Day #4	Schools Closed
April 3 - 10, 2023	Spring Break	Schools Closed
April 11, 2023	<b>Students Return to School</b>	
May 16, 2023	Primary Election Day	Schools Closed
May 25, 2023	<b>Last Day of School for Students</b>	
May 26, 2023	Records Day for Staff	Schools Closed
May 29, 2023	Memorial Day	Schools Closed

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

**\*10 Non-Traditional Instruction (NTI) days will be utilized when schools are closed to in-person instruction.**

**\*Make-up days to be used after the ten NTI days are: May 26, 30, 31 and June 1, 2, 5, 6, 7, 8, 2023**

## **School Hours**

**Daily 8:10 a.m.-2:50 p.m.** – Students may be dropped off no earlier than 7:20 a.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 21<sup>st</sup> 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](http://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 theater.

### 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 Kentucky Summative 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 8:10 a.m. and ends at 2:50 p.m. Parents/Guardians should contact the school before 8:40 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 or email address 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 are 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 breakfast and lunch to all preschool through eighth grade students.

#### **Meal Pricing**

Breakfast: Reduced Lunch (if qualify): \$0.30 ; Full price: \$1.75

Lunch: Reduced Lunch (if qualify): \$0.40 ; Full price: P-5 \$2.50, 6-8 \$2.75

**Soft drinks and energy drinks are NOT permitted to be brought from home for lunch. Fast food is NOT permitted to be brought to school for lunch. Flavoring for water is permitted to be added to water bottles in the cafeteria but not permitted in the classroom.**

### **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 or email address changes, or if you need to add a person to your child's emergency form. It is vital that the emergency information remains current.

### **Chorus**

All fourth and fifth grade students have the opportunity to participate in chorus as an extracurricular 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 @SummitViewAcad 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.

#### **Hair Coloring**

- 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, Read 180, General Music/Theatre, 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, Art Club, Chess Club, Energy Wise Team, Future Problem Solving Team, Intramural Athletics, Pep Band, Running Club, Student Council, 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.

### **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	Amy Brossart
VP Programs	Karla Meyer
VP Hospitality	Elizabeth Mozea
VP Membership	Liz Curry
VP Ways & Means	Catrina Meredith
Treasurer	Jackie Woolfolk
Secretary	Kim Glick

### **Chairs**

Finance Chair	Shara Flynn
Communications Chair	Angelina Schrand
Donations Chair	Kim Glick
Volunteer Chair	Melissa Martz
Teacher Rep	Donna Calhoun

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 Friday from 8:10 a.m. – 2:50 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)

<b>Grade</b>	<b>Range</b>
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:

- |                |           |
|----------------|-----------|
| Alex Fangman   | Principal |
| Jen Cary       | Teacher   |
| Jenn Wiesner   | Teacher   |
| Kellie Ponchak | Teacher   |

Roberto Petroza                      Parent  
Rachelle Richardson                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
- Royal Spotlight
- 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 4<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup>.
- Royal Recognition Nights in the spring for students in 5<sup>th</sup> and 8<sup>th</sup> 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 Learning Program/Summer School**

Summer Learning Program 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 6-8 who have not achieved academic success in all subject areas. If a student in grades 6-8 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 6-8 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 7:20-7:50 and through the main office after 7:50am.

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 school's 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 7:20 a.m. If your child needs to arrive at school earlier, Learning Grove 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 name tags, 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. Visitors are NOT permitted to eat lunch with their students during the school day.

### **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