



**Student Handbook
2024-2025**

**830 St. Rt. 716
Ashland, KY 41102
606-928-6533
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Twitter: @SummitWildcats

SUMMIT ELEMENTARY SCHOOL

Our School

Summit Elementary School consists of six classroom units or pods. Each pod contains four individual classrooms and a common area. In addition, there is an art room, music room, media center, computer lab, library/media center, gymnasium, cafeteria, and an outdoor courtyard.

Master Schedule

7:05 Doors Open

7:05 Breakfast Begins

7:25 Students released to classrooms 7:30 School begins

7:30 Tardy bell rings

2:45 Students are dismissed from classes

The policies in this handbook have been adopted, reviewed, and approved by the school council with the safety and best interest of the total school population in mind. **We ask that you and your child sign the last page of the handbook, the Title I compact, and return it to school.**

Before and After School Information

Kindergarten and first grade students are assigned to the cafeteria in the morning, whether they are eating breakfast or not. Second, third, fourth and fifth graders will report to the gym unless they are eating breakfast. If eating breakfast, students are to take their backpack to the gym and then report directly to the cafeteria. When finished eating, students report back to the gym. There are several staff members on duty each morning to assist the children.

Drop-Off Procedure

The front doors open at 7:05 a.m. Students can be dropped off in front of the school in the drop off lane. A staff member will be out front to assist them across to the front door. If you must walk your child in to drop off supplies etc., please park in the parking lot and walk them into the office. We ask that all parents that walk their students to the building please only walk them to the door and let them enter the building alone. We have staff that will ensure your child will safely arrive at their destination.

Start Time & Tardies

The first bell rings and school begins promptly at 7:30 a.m. If your child arrives at school after 7:30, you will need to escort him/her inside and wait for them to be issued a tardy slip. **Any child that is not in the building when the 7:30 bell rings will be considered tardy.** Your cooperation with making sure your child is here on time is greatly appreciated.

Afternoon Pick-Up Procedure

Due to congestion with traffic flow, **bus transportation is highly recommended.** If you choose to pick up your child at dismissal time, the following procedure needs to be used to help all involved. Please be patient and know that staff members are working as quickly and efficiently as possible to make sure your child gets in the correct vehicle with the appropriate person.

Safety of our students takes priority over speed.

1. Parents may wait in their vehicle in the gravel lot until the time they will be released to the two lanes leading up to the school. This group of cars will be released at approximately 2:15. Parents may continue to fill in the upper gravel lot until time for dismissal.
2. When school is dismissed, staff members will assist you in filling the car pick-up line.
3. We ask that you please remain in your car if you wait in the pickup lanes. Parents are asked to display a sign with your child's name on it in the windshield of your vehicle. (Large print, please.)

Children will wait in their pods with teacher supervision. Teachers will walk the child from the building to the car. They will also verify with the child that the person in the car is the person responsible for picking them up from school. **Please create a minimum 8X10 sign with your students first and last name that can be visible for staff to see during dismissal to ensure safe and efficient pickup.**

Check-in/out

If you need to pick your child up early from school, please come to the front office. A staff member will locate your child and have him/her meet you in the office. You will need to sign your child out with the attendance clerk. While many people are not aware of it, **this does count as a tardy toward his/her attendance.**

Students arriving later in the day need to report to the front office with their parent to check-in. A parent or doctor's excuse will be needed at this time.

Student Code of Conduct

Every pupil is expected to obey the directions of the teachers and staff, to be diligent in study, and to be respectful to adults and schoolmates. The Summit Elementary School Council has developed specific rules of conduct, which are to be enforced by the principal or his designee. Rules of appropriate conduct not only apply on the school grounds, but on school buses and at any school sponsored activity or event. The teacher and principal throughout the year explain rules to students. These rules follow the guidelines of safety and common sense, always adhering to the best interests of the students.

School Discipline Code

To treat all discipline offenses the same, a series of behavior and consequences have been developed.

Level 1 Offense:

- Disruptive behavior
- Out of seat
- Disrespect
- Unprepared for class
- Not following directions
- Dress code violations
- Other minor offense

Consequences could include:

- Verbal reminder of the broken school rule
- Incident recorded in teacher's records or according to their class discipline routine

Level 2 Offense:

- Repeated offenses of level 1
- Habitual no homework
- Mild physical contact (hands, feet, and objects kept to self)
- Non-compliant/defiant
- Mild verbal aggression
- Damaged property
- Lying/dishonest/cheating
- Any other classroom level offenses

Consequences could include:

- Incident recorded in teacher's records or according to their class discipline routine
- Attempt to contact parents or send letter home
- Loss of privileges (classroom reward, recess, etc.)
- Supervised lunch detention

Level 3 Offense:

- Repeated offenses of level 2
- Strong defiance/disruption
- Physical aggression
- Destruction of school property
- Theft
- Bullying
- Terroristic threatening
- Inappropriate content (internet, books, drawing, etc.)
- Any other offense that requires the principal or outside intervention.

Consequence could include:

- Immediate involvement of the principal
- Parent contact
- Lunch detention
- Parent conference
- After school detention
- Out of school suspension
- School resource officer involvement
- Student placed on behavior contact
- Any other discipline the principal or school designee determines is necessary

Bus Conduct

The right of a student to ride on school buses is conditioned by that student's good behavior and observance of state regulations and local rules. The bus driver has the authority to make discipline referrals for any student not following bus rules.

Dress Code Policy

Students are required to:

- Be personally clean and well groomed.
- Wear clothing that is in good repair, clean, and fits properly.

Students are not allowed to wear:

- See through clothing except over another garment that is not see through.
- Clothing that bares the midriff, back area, or an inappropriate amount below the neck. (No crop tops, halters, or spaghetti straps.)
- Skirts and shorts that are excessively short.
- Excessively tight/loose clothing.
- Any clothing with reference to drugs, alcohol, or cigarettes; with material considered to be sexually suggestive, crude, or discriminatory in any manner, containing “adult” content and/or humor; suggestive of rebellious or anti-authoritative behavior.
- Head coverings such as hats, caps, and bandannas, unless for medical or religious reasons.
- Shoes that may damage school property, or put students at risk of injury, such as skate shoes or cleats.
- Distractive clothing and/or shoes (teacher discretion)

Cell Phone and Electronic Devices Policy

Students may carry cell phones and electronic devices to school with them, but they **CAN NOT** be out or in use until **3:00 P.M.** Summit Elementary will not be responsible for any lost or stolen cell phones/electronic devices. Students not abiding by our cell phone rule will be held to the following consequences:

- 1st offense – phone taken away and must be picked up by the parent.
- 2nd offense – phone taken away, phone picked up by parent, loss of bringing phone to school privileges for the rest of the year.
- 3rd offense - suspension

Attendance Policy

KRS 159.010 states that the parent or guardian is responsible for keeping his/her child in school. The Boyd County Board of Education Policy states that pupils are required to attend regularly and punctually. Truancy is defined as absences or tardiness without an excuse per. State mandate. Excused absences or tardiness allow work to be made up.

Students have FIVE parent notes to use for tardies or absences for the school year.

Chronic Absentee

A student is chronically absent if they have missed 10% or more of the school year, this is with excused and unexcused absences.

Please be aware that when a student is chronically absent they will not be permitted to attend field trips or be permitted to participate in after school activities.

Early Dismissal

No child may be excused from the building except by the principal's office. If you need to pick your child up early for an appointment or any other reason, come to the office and we will call for the student.

Parents/Guardians must sign the child out in the office and produce valid identification, if requested by school personnel.

Signing your child out early is considered a tardy.

Cafeteria

Regular hot lunches and breakfast are free to every student daily. Students are welcome to bring their lunch, but **we ask that no fast food be brought into the lunchroom**. The teachers in all Boyd County Public Schools have duty-free lunch. Teachers' aides and assistants oversee the cafeteria during lunch periods. These adults have the authority to discipline students, who are expected to follow the rules of conduct in the cafeteria as well as in the classrooms. Any failure to do so will result in disciplinary action being taken.

Based on board policy 07.111 "There shall be no sale and/or delivery of commercially prepared/restaurant foods to students during the school day other than those provided by the school cafeteria."

Counselor

Summit Elementary School has a full-time guidance counselor. Mrs. Sexton is available to students for educational and personal counseling, as well as observation and testing.

Family Resource Center

The Family Resource Center-West serves Summit and Cannonsburg Elementary Schools. Call 928-1435 for information about their services. The staff is on duty during school hours to make resources available to students and their families. Julie Profitt is the coordinator, Shelby Petitt is her assistant.

Day Care

Boyd County Schools provide an after-school childcare service at Summit Elementary School. The objective of the after-school childcare center is to provide and promote the social, physical, intellectual, and emotional growth of children in a safe, positive atmosphere. Learning experiences, appropriate for the developmental age of each child are provided by a professional staff, which receives ongoing childcare and CPR training. The center is licensed by the cabinet for human resources. Children must be of school age to register, and the hours of the regular weekday care are 2:45 – 6:00 p.m. On holidays, snow days and professional days, the hours are 7:00 – 6:00 p.m. If you have questions or want to register, please contact director Courtney Newman at 928-7118.

Medication

If a child needs medicine at school, parents must fill out the proper form in the office for it to be administered by the appropriate staff. Please be sure that the medicine is in its original container and that the container your child's medicine is sent within has a valid date on the front. At no time should students carry medication in backpacks or keep medication in the classroom, pockets, etc. School personnel cannot administer outdated medication.

Physical Education

Students are to wear appropriate clothing to physical education class. Students should wear pants or shorts that are loose fitting, but not overly so. Tennis shoes are required to walk on the gym floor. If your child has a choice of wearing white or black soled tennis shoes for physical education class, please choose the white. If your child is not planning to dress in this type of clothing on the days/he has physical education class, please send them in his/her book bag.

PTO/Volunteers

We love parents to be involved in your child's education as well as making this school a true school for the community. If you'd like to volunteer, please contact the Family Resource Center. Everyone is encouraged to attend the monthly meetings of our parent/teacher organization. To achieve the best possible educational opportunities for every student, cooperation between home and school are essential. Parents and teachers working together through PTO is one way of assuring student success. For more information on how to join PTO please search "Summit Elementary PTO" on Facebook to contact our PTO president.

School Closings

In the event of severe weather conditions resulting in the possibility of a delay or closing of school, the local area radio and television stations are notified first and in turn, issue bulletins concerning such. All Boyd County social media accounts will also announce closures. In the event that school would be dismissed early due to impending weather or other reason, please stay tuned to the stations and social media accounts above and/or wait for a call from the school district before coming to sign-out your child. Depending on the situation, this could create further issues.

Visitors

All visitors to the school are asked to sign in at the office and obtain a visitor's sticker. We encourage you to visit the school at any time but ask that you schedule conversations with teachers ahead of time, so as not to interrupt the school day.

Teacher Contact

If you have questions concerning your child, please do not hesitate to contact the teacher. Preferred methods are through email or telephone. Teachers will do their best to return your call or email in a timely fashion. Please do not expect them to answer at times when they are away from school or teaching their class.

Title I

Summit Elementary School is a school-wide Title I school. If you have questions or would like to receive more information about Title I, please call the school at 928-6533.

CONFIRMATION OF RECEIPT OF SUMMIT ELEMENTARY SCHOOL STUDENT HANDBOOK

I have read and understand the Summit Elementary School Student Handbook (*handbook is located online*) and agree to abide by its content.

Student Signature

Date

Parent/Guardian Signature

Date

*Fill out this page and return it immediately to your child's classroom teacher.

We are Wildcats!!



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